

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: September 22, 2023

Category of Services: Category F – Transportation
Planning Studies

Title: Request for Qualification (“RFQ”) for the
Curbside Management Study

Solicitation No.: OCPTO230017

1 BACKGROUND

The District Department of Transportation’s (DDOT) Curbside Management Division (CMD) is charged with facilitating the safe and efficient movement of people and goods to and from the curbside. While curbside management has traditionally been focused on longer term vehicle storage, CMD has moved toward curbside programming and messaging that highlights multimodal and more transient uses of the curb including transit, micromobility, loading (particularly app-enabled for-hire services), and parcel, freight, and micro-freight (app-enabled delivery services) loading. Further, as the District’s population and density have increased in the last two decades, CMD has explored diversification and pricing of curbside programming to respond to dynamic changes in demand at the micro-level (time of day, seasonal, special events/venues) and the macro-level (introduction of new transportation technology/services, neighborhood (re)development, post-pandemic planning).

CMD’s last curbside management study published in 2014 articulated a vision, goals, and objectives for adapting the District’s curbsides to evolving demands. A key element of the study was its neighborhood typology map and curbside management hierarchy which provided guidance on context-specific applications of curbside programming. These two elements have been the foundation of CMD’s curbside program planning and curbside review procedures. However, these elements have become outdated. Rapid development in the District has precipitated large scale changes to land use patterns that should be reflected in a new map. Additionally, the curbside management hierarchy also requires updates to reflect new and emerging programming and operations for uses beyond traditional vehicle storage.

Additionally, CMD implemented a school parking zone (SPZ) program in 2022. The program aims to respond to demand from school faculty and staff for neighborhood parking in Residential Permit Parking zones tied to school adoption of transportation demand management strategies.

As DDOT engaged school staff and residents on the SPZ program, they found the need for curbside solutions tailored to schools and focused on Vision Zero goals. Finally, DDOT published moveDC, its long-range transportation plan, in 2021, in which it articulated a series of goals that should be reflected in CMD's curbside management tools. The intersection of issues related to housing affordability, limited parking supply, and multimodal transportation options has exposed weaknesses in current programs and challenges to transitioning to policies and programs in pursuit of these DDOT goals. CMD hopes to address those challenges via guidance that integrates into a comprehensive curbside management policy that be the starting point for implementing diverse and appropriate programming where it is needed.

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:

- Foursquare ITP
- Jacobs Engineering Group Inc
- Mead & Hunt, Inc.

3 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference. DDOT may include additional resources as needed to support tasks within this procurement:

- DDOT [research](#) and presentations contained on ParkDC Website (parkdc.com) (Provided by DDOT)
- [DDOT Curbside Management Review SOP](#) and curbside program-specific SOPs (Provided by DDOT)
- [DDOT Multimodal Long-Range Transportation Plan \(“moveDC”\) 2021](#) (Provided by DDOT)
- [DC Municipal Regulations Title 18 \(Chapters 24 and 27\)](#)
- District Office of Planning [2021 Comprehensive Plan and Future Land Use Map](#)
- Signworks Inventory of curbside signage (GIS-based application with precise GIS coordinates of all District curbside signs) (Provided by DDOT)
- [Curb Appeal: Curbside Management Strategies for Improving Transit Reliability \(NACTO\)](#)
- [Urban Street Design Guide \(NACTO\)](#)
- [Curbside Management Practitioners Guide \(ITE\)](#)
- [FHWA Manual on Uniform Traffic Control Devices \(MUTCD\), 2009 Edition](#)
- [FHWA Highway Capacity Manual, 7th Edition: A Guide for Multimodal Mobility Analysis](#)
- [DDOT Green Infrastructure Standards, 2014](#)
- [DDOT Design and Engineering Manual, 2019](#)
- [District State Freight Plan](#)
- [DDOT Bicycle Facility Design Guide, 2020](#)

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.

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 \$ million or less.

5 SCOPE OF WORK (“SOW”)

This SOW will include the research and production of a curbside management study, on-street and off-street parking counts, curbside programming assessments, updated hierarchy, user guide, and public-facing educational resources. The SOW includes tasks to support these documents including project management, communications, graphic materials, mapping, and stakeholder and agency coordination.

5.1 Project Management

The Consultant shall provide all usual and customary project administration for the Project, including, without limitation:

- A. Participation in one in-person kick-off meeting with DDOT staff to introduce the project, identify key DDOT staff and Consultant contacts, review the scope of work and timelines, and develop a milestone calendar.
- B. Participation in monthly virtual meetings with DDOT staff, including producing agendas, meeting notes, and timeline updates.
- C. Complete, detailed, and accurate meeting minutes should be shared with DDOT within three (3) business days for review and approval.
- D. Submit monthly progress reports and invoices to include tracking of budgets and schedules with a summary by task of progress made during the reporting period, separated into logical elements of work. This shall include pertinent data sufficient to explain project progress, meetings attended, and other specific activities covered by the invoice period, including an explanation of any technical and/or schedule issues which may have occurred or are expected to arise and recommendations to resolve or address issues identified in terms of scope, schedule and budget.
- E. Independent deliverables Quality Assurance/Quality Control review: Provide a professional level of review of all deliverables to assure quality, technical accuracy, and the coordination of all work and documents furnished by Consultant and other contractors and consultants; Consultant shall, without additional compensation, correct or revise any errors in its work or documents; make recommendations to ensure that the finished project will conform to all applicable DDOT and federal design standards, and will be acceptable to DDOT.
- F. Participation in one in-person close-out meeting to confirm completion of all tasks, transfer or confirm transfer of any tangible deliverables/materials, and review of and instruction on use of user guides and public-facing educational material.
- G. Other usual and customary services related to the Project as assigned.

Deliverables

- 1. Kick-off meeting agenda, attendance, and notes
- 2. Close-out meeting agenda, attendance, and notes
- 3. Project Schedule with milestones and deliverables
- 4. Project QA/QC Plan
- 5. Monthly Meeting Log and Minutes of Project Progress Meetings (to be included with monthly progress reports)
- 6. Monthly Progress Reports
- 7. Monthly Invoices from Consultant

5.2 On-Street Parking Count

The Consultant will provide a count of all legal parking spaces per the District's definition (18 DCMR 9901) within the District's boundaries as measured via GIS using data provided by DDOT (see Applicable Documents for Signworks background). The Consultant will include in the count:

- A. Parking spaces in the public right of way (PROW);
- B. Parking spaces on federally managed streets that are publicly accessible; and
- C. Parking spaces on privately owned streets that are publicly accessible.

Deliverables

- 1. A count of parking spaces including total parking spaces and a breakdown of parking spaces by type of parking programming (metered, RPP, commercial loading zones, unregulated, motorcoach/bus, etc.).
- 2. A color-coded map depicting parking based on parking type.

5.3 Off-Street/Private Parking Count/Estimate

The Consultant will provide a count of private parking spaces within the District's boundaries. Parking spaces reserved primarily or wholly for fleet or company vehicles should not be included in the count. DDOT recognizes a truly accurate count of private parking spaces might require access to confidential or non-publicly available information. DDOT will work with the Consultant to develop appropriate methods for estimation. The Consultant will produce:

- A. A written methodology for counting and estimating parking spaces. This document should provide up to three strategies for counting and estimating parking spaces, with the goal of the greatest possible accuracy given the resources and data available. DDOT will provide feedback on the document and facilitate data-sharing from other District agencies (including Zoning Board of Appeals and Department of Buildings). The consultant shall follow the DDOT-approved methodology for the remainder of this task.
- B. A count or estimate of parking spaces available in private surface lots and garages including large venues, stadiums, and arenas;
- C. A count or estimate of parking spaces available at D.C. government and federally owned/managed facilities; and

Deliverables

- 1. A written methodology for counting and/or estimating parking spaces (draft and final)
- 2. A count/estimate of private parking spaces.
- 3. A map or infographic depicting counts/estimates of parking spaces by location.

4. A GIS layer with underlying data from Deliverable 3 above (shapefile)

5.4 Curbside Study and Parking Assessment

The Curbside Study and Parking Assessment is the formal report to document DDOT's existing conditions and relevant history related to parking and curbside uses. The Study is intended to document the state of the practice for curbside management in the District, identify key challenges and opportunities, and make recommendations for tools, policies, and strategies that the District can adopt in the next five to ten years. The report should be approximately 35 pages in length to include all of the content listed herein. All sections should be written to a planner practitioner audience with the exception of the Executive Summary, which should be written to a general audience. The report should be drafted in Word (or similar) for ease of DDOT editing, with a final version produced in a publishing software that can incorporate graphics.

- A. **Executive Summary** (2 pages)- Summary of key findings and guidance of the study. The summary should reference corresponding sections of the study for easy location.
- B. **Comprehensive summary** (1 page)- This summary should highlight the key findings and recommendations from all sections of the study.
- C. **Schools Summary** (1 page)- This summary should highlight the key findings and guidance for the school section of the study and serve as a stand-alone summary for school-oriented stakeholders.
- D. **Historical background and context** (2-3 pages)- Briefly summarize relevant findings/history/background from 2014 curbside management study and describe advancements in the curbside management program since including new programming, new technology, research (DDOT internal and external), relevant legislation/policy, national/international trends, transportation relevant data. DDOT will provide relevant historic and background information including research and other publications.
- E. **District-wide parking assessment** (5-7 pages + visual aids)- Comprehensive narrative review of District's curbside programming including visual aids to highlight different types of programming, occupancy trends, usage trends among commercial, for-hire, and private vehicles. The assessment should show strengths, weaknesses, and inconsistencies in curbside programming based on the current neighborhood typology and curbside management hierarchy compared to conditions in the 2014 Curbside Management Study. This section should lean on data gathered from the on-street parking count.
- F. **School neighborhood parking assessment** (5-7 pages + visual aids)- Comprehensive narrative review of District's curbside programming including visual aids to highlight different types of programming, occupancy trends, usage trends among government (bus) and private vehicles around public and charter. The assessment should show strengths, weaknesses, and inconsistencies in curbside programming based on the current neighborhood typology, curbside management hierarchy, and Safe Routes to School policy.

- G. **ADA accessible parking assessment** (3-5 pages + visual aids)- Comprehensive narrative review of District’s curbside programming including visual aids to highlight ADA programming, occupancy trends, usage trends among vehicles both inside and outside of the central businesses district (CBD). The assessment should show strengths, weaknesses, and inconsistencies in curbside programming based on the current neighborhood typology, curbside management hierarchy. Include analysis of opportunities to add more ADA compliant curbside infrastructure with high-level assessment of required resources. DDOT will provide GIS and other related materials to identify accessible parking locations.
- H. **Transient curbside use assessment** (3-5 pages + visual aids)- Comprehensive narrative review of District’s curbside programming including visual aids to highlight short-term curb use programming, occupancy trends, usage trends among commercial, for-hire, on-demand delivery services, and private vehicles both inside and outside of the central businesses district (CBD). The assessment should show strengths, weaknesses, and inconsistencies in curbside programming based on the current neighborhood typology, curbside management hierarchy.
- I. **Scenario planning and analysis for existing and emerging parking programs** (3-5 pages)- Produce a narrative and chart-based guide to summarize projected curbside usage trends on existing curbside management programs through the exploration of up to four scenarios. This section should focus heavily on future direction of programs, inclusion of technology-based solutions, and integration with the District’s sustainability goals. The consultant shall develop scenarios in coordination with DDOT to consider elements such as:
 - a. Expansion and contraction of transient uses of the curb including traditional freight and on-demand delivery services and various types of passenger loading (private, for-hire, motorcoach/large groups)
 - b. Autonomous vehicle uses (personal, fleet, and transit), and
 - c. Electric vehicle charging.

Items 5.4.D through 5.4.H should answer the following questions:

- J. What has DDOT changed in terms of curbside demand, policy, operations, and use of technology since the previous curbside management study?
- K. What emerging trends in curbside demand are most influencing use of the curb and what strategies are likely to be effective moving into the future?
- L. How does the District’s state of curbside management align (or not) with regional and national trends and curbside management strategies with other (similar) jurisdictions?
- M. What are the recommended priorities (up to 10) for DDOT to focus its resources for curbside management?
- N. What elements will be key to developing a unified curbside management strategy that is rooted in context-specific solutions?

Deliverables

1. Report Outline- Produce an outline of all report sections, including substantive content and quantitative information.
2. Draft Report- Produce a substantively complete draft for comment from DDOT and stakeholders.
3. Respond to two rounds of DDOT comments, including at least one facilitated meeting with key DDOT staff to review comments.
4. Final Report: Final report with marked up and clean versions.

5.5 Neighborhood Typology Map and Curbside Management Hierarchy and User Guide

The Consultant will produce a comprehensive neighborhood typology map and curbside management hierarchy and user guide modeled after the same resources in the 2014 Curbside Management Study. The map will reflect the broad land use, activity, and intensity characteristics of each neighborhood that correspond to a hierarchical toolbox of curbside programming appropriate for that type of neighborhood. The hierarchy will serve as a guide on how to prioritize programming based on neighborhood typology while adopting flexibility into the programming process. DDOT will provide current curbside programming GIS data to inform on existing uses and tools in each neighborhood type.

- A. Curbside management neighborhood topology map (1-2 maps + short narrative for each typology)- Update the 2014 neighborhood typology map to reflect recent development and land use changes. Map should depict no more than 5 typologies based on land use, zoning, and intensity of transportation activities including pedestrian, micromobility, and vehicle activity.
- B. Neighborhood typology-specific curbside management hierarchy (1 page per neighborhood typology)- Update the 2014 curbside management hierarchy to include missing curbside uses/programming, new and emerging curbside programming, and brief descriptions of each type of programming's purpose in each neighborhood typology context.
- C. User guide for application of typology map and hierarchy (5-7 pages)- Produce an illustrated guide to using items 1 and 2 above. The guide should discuss the salient qualities of each neighborhood typology and effective uses of curbside programming to execute the highest and best uses of curbsides in those contexts. The guide should integrate with CMD's Curbside Management Review SOP and serve as a starting point for evaluating all curbside management requests or proposals. The user guide should provide general guidance for deploying curbside programming and neighborhood type-specific diagrams demonstrating how to prioritize programming for common curbside configurations.

- D. Map methodology - Provide a written methodology for creating the neighborhood technology map. This document should be sufficiently detailed and include data sources and calculations such that the map can be updated in the future by DDOT staff. This section should be written to a technical audience and should be no more than three (3) pages.

Deliverables

1. Neighborhood typology map Curbside management hierarchies (neighborhood typology-based)
2. Typology map and curbside management hierarchy user guide
3. Map methodology

5.6 Neighborhood School Parking Guide

DDOT seeks to assess parking demands and analyze opportunities and challenges of curbside management around schools from the perspective of faculty/staff, students and parents/guardians, and neighborhood residents. The School Parking Guide is a report that builds upon data collected in previous tasks and can be used by DDOT planners and school stakeholders to create safe, accessible curbside access at and around District public schools. The report shall be developed for potential integration with other deliverables from this SOW while also being appropriate as a stand-alone document. All sections should be written to a planner practitioner audience.

- A. Summary of findings from assessment (5-7 pages)- Assess parking and loading behavior around public and charter schools to identify occupancy and usage trends as well as operational peculiarities and challenges. The Consultant will perform observations of at least six (6) school loading zones and curbsides near 2 childcare facilities. Summarize results with recommendations on integration into the curbside management hierarchy user guide and curbside management review SOP.
- B. Observations at schools should include at least 2 elementary, 2 middle, and 2 high schools.
- C. Observations should be performed at least twice at each school to collect data from morning and afternoon loading activity.
- D. Consultant will collect and analyze quantitative data regarding school loading behavior.
- E. Consultant will collect and analyze qualitative data regarding school loading behavior.
- F. Regulatory environment review (3-5 pages)- Review the D.C. Code, D.C. Municipal regulations, and any other relevant resources to identify strengths and weaknesses in school-related curbside programming. Comparing the District's regulatory environment with that of peer jurisdictions (provide simple methodology for identifying and choosing peer jurisdictions) and make

recommendations for changes to relevant regulations to support the District's safety, liveability, and sustainability goals.

- G. Best practice guide (5-7 pages)- Provide comprehensive guidance on improving school-related curbside management programming with an emphasis on safety, efficiency, and standardization. The guide should integrate the SPZ Program, Safe Routes to School program, and curbside management hierarchy user guide listed above. The guide should chart a path for implementation of new policy and/or programming to support schools in a transforming and diverse urban environment.

Deliverables

1. School curbside management assessment
2. School curbside management regulatory environment review and recommendations
3. School curbside management best practice guide

5.7 Interactive/Public-facing Resources [Optional]

DDOT continually engages residents and stakeholders about parking policy and programs that affect all users. Additionally, DDOT seeks to make planning processes more transparent by providing public-facing resources that simplify complex processes into materials and presentations suitable for general audiences. The Consultant will perform the following tasks and produce the following elements. Any dynamic/interactive elements should be compatible with and hosted on the District's ArcGIS Hub platform.

- A. **Neighborhood typology and curbside hierarchy map/tool-** Produce a digital, interactive map depicting neighborhood typologies and corresponding curbside management hierarchy tools. The map should be accessible to the public and serve as a quick guide to appropriate programming for each typology. Narratives should be written to an 8th grade reading level.
- B. **School parking zones-** Produce digital, interactive maps depicting school parking zones, transit options, and walksheds around public, charter, and private schools. Maps should easily print in large formats for use by DCPS or other sister agencies. Include:
 - C. A District-wide map for quick identification of the features listed above; and
 - D. School-specific maps depicting areas slightly beyond the features listed above.
- E. **School parking zone annual permit tracker-** Produce a tracking tool to document interactions with individual schools with respect to the SPZ program and track progression of permit reduction and other relevant factors. The tool should be developed to be used by DDOT internally and easily modifiable to track each school's year-to-year progress. The tool should also include data dashboards reflecting relevant factors to permit usage.

Deliverables

1. Public neighborhood typology and curbside hierarchy interactive map/story map (online)
2. School parking zone maps (online)

5.8 Intra-agency and Inter-agency Coordination and Feedback

While DDOT is primarily responsible curbside programming, DDOT relies on coordination with other DDOT divisions and District agencies (including Department of Public Works, Metropolitan Police Department, the Department of Motor Vehicles, and the Department of For-Hire Vehicles). The Consultant will work with DDOT to identify appropriate stakeholders including those listed above commensurate with the project goals and history. The Consultant will provide the following services:

- A. Facilitation of one virtual interagency coordination meeting to gather agency stakeholder feedback on the draft curbside management report (Task 5.4).
- B. Facilitation of one virtual interagency coordination meeting to review the executive summary of the curbside management study (Task 5.4) and obtain final feedback.

Deliverables

1. Meeting notes summarizing feedback from agency stakeholders during initial coordination meeting.
2. Meeting notes summarizing feedback from agency stakeholders during executive summary and curbside study review meeting.

6 KEY PERSONNEL

The Consultant shall provide the following key personnel:

1. Program Director: The program manager shall have a minimum of 15 years of experience on transportation planning studies of a similar, scope, size, and complexity. The Program Director shall be a certified Project Management Professional (PMP) per the Project Management Professionals.
2. Project Manager: The project manager shall have a minimum of 10 years of experience on transportation planning studies of a similar scope, size, and complexity. The Project Manager shall be a certified planner per the American Institute of Certified Planners (AICP).

Specialist expertise:

- A. Provide documentation in the form of resumes that shows at least two transportation planners with a minimum of seven (7) years each of experience on urban curbside management programs, projects, or studies of similar scope, size, and complexity. The two planners referenced herein are not key personnel and are in addition to the key personnel above.

- B. Provide documentation in the form of resumes that shows at least one planner with a minimum of seven (7) years of experience with GIS, preferably Esri's ArcGIS software. The planner referenced herein are not key personnel and are in addition to the key personnel above.
- C. Provide documentation in the form of resumes that show at least one transportation planner with a minimum of seven (7) years of experience with large datasets, data analysis, data and visualization. The planner referenced herein are not key personnel and are in addition to the key personnel above.

If a planner(s) meets the requirements of specialist expertise B and C above, the same planner(s) can be submitted for both expertise B and C. Two planners will still need to be provided for expertise A, but that they can be the same planners if they meet the requirements of both expertise B and C.

All substitutes, replacements and/or changes to Key Personnel shall be with personnel that are equivalent in experience and qualifications.

7 PERIOD OF PERFORMANCE

The period of performance for all services (base period + option period) is 14 months from task order award which is the NTP. The Consultant shall propose a project schedule meeting all requirements of the scope of work within the period of performance.

The base year services are defined as:

- On-Street Parking Count
- Off-Street/Private Parking Count/Estimate
- Curbside Study and Parking Assessment
- Neighborhood Typology Map and Curbside Management Hierarch and User Guide
- Neighborhood School Parking Guide

All base period work shall be completed within ten (10) months from task order award (not to exceed). The Consultant shall obtain DDOT written approval prior to proceeding with any work in the option period.

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) 4-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 14 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 option period services are defined as:

- Interactive/Public-facing Resources

9 DELIVERABLES

SO W Ref	Deliverable	Delivery	Due Date	Recipient
5.1	Kick-off meeting agenda, attendance, and notes	PDF and in person	4 weeks from NTP	Curbside Manager (CM)
5.1	Close-out meeting agenda, attendance, and notes	PDF and in person	12 months from NTP	CM
5.1	Project Schedule with milestones and deliverables	PDF, electronic delivery	3 weeks from NTP	CM
5.1	Project QA/QC Plan	PDF, electronic delivery	3 weeks from NTP	CM
5.1	Monthly Meeting Log and Minutes of Project Progress Meetings (to be included with monthly progress reports)	PDF, electronic delivery	Monthly, by day 10 of each month	CM
5.1	Monthly Progress Reports	PDF, electronic delivery	Monthly, by day 10 of each month	CM
5.1	Monthly Invoices from Consultant	Via invoicing portal, electronic delivery	Monthly, by day 10 of each month	Office of Contracting and Procurement (OCP)
5.2	A count of parking spaces including total parking spaces and a breakdown of parking spaces by type of parking programming	GIS file and PDF, electronic delivery	8 weeks from NTP	CM

	(metered, RPP, unregulated, motorcoach/bus, etc.).			
5.2	A color-coded map depicting parking based on parking type.	GIS file and PDF, electronic delivery	8 weeks from NTP	CM
5.3	A written methodology for counting and/or estimating parking spaces (draft and final)	Word or PDF, electronic delivery	Draft 8 weeks from NPT; Final 12 weeks from NTP	CM
5.3	A count/estimate of private parking spaces.	GIS file and PDF, electronic delivery	20 weeks from NTP	CM
5.3	A map or infographic depicting counts/estimates of parking spaces by location.	PDF, electronic delivery	24 weeks from NTP	CM
5.3	A GIS layer with underlying data from map/infographic	GIS File, electronic delivery	24 weeks from NTP	CM
5.4	Report Outline- Produce an outline of all report sections, including substantive content and quantitative information	Word, electronic delivery	16 weeks from NTP	CM
5.4	Draft Report- Produce a substantively complete draft for comment from DDOT and stakeholders.	Word, electronic delivery	30 weeks from NTP	CM
5.4	Respond to two rounds of DDOT comments, including at least one facilitated meeting with key DDOT staff to review comments.	Word, electronic delivery	36 weeks from NTP	CM
5.4	Final Report: Final report with marked up and clean versions	Word and PDF, electronic delivery	40 weeks from NTP	CM
5.5	Neighborhood typology map Curbside management hierarchies (neighborhood typology-based)	PDF and GIS, electronic delivery	40 weeks from NTP	CM
5.5	Curbside management hierarchies (neighborhood typology-based)	Word and PDF, electronic delivery	40 weeks from NTP	CM
5.5	Typology map and curbside management hierarchy user guide	Word and PDF, electronic delivery	40 weeks from NTP	CM
5.5	Map methodology	Word and PDF, electronic delivery	40 weeks from NTP	CM
5.6	School curbside management assessment	Word and PDF, electronic delivery	28 weeks from NTP	CM

5.6	School curbside management regulatory environment review and recommendations	Word and PDF, electronic delivery	28 weeks from NTP	CM
5.6	School curbside management best practice guide	Word and PDF, electronic delivery	36 weeks from NTP	CM
5.7	Public neighborhood typology and curbside hierarchy interactive map/story map (online)	ArcGIS Hub or similar	Upon request from DDOT	CM
5.7	School parking zone maps (online)	ArcGIS Hub or similar	Upon request from DDOT	CM
5.8	Meeting facilitation and notes summarizing feedback from agency stakeholders during initial coordination meeting.	Meeting attendance and Word or PDF notes	34 weeks from NTP	CM
5.8	Meeting notes summarizing feedback from agency stakeholders during executive summary and curbside study review meeting.	Meeting attendance and Word or PDF notes	38 weeks from NTP	CM

10 INSTRUCTIONS TO OFFERORS

10.1 Qualifications Due Date

Submissions are subject to the following limitations:

10.1.1 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 contract period.

10.1.2 SF 330, Section F, shall include 10 projects that are similar in scope, size and scale. Each project shall present the actual work details that were performed by key staff in the proposed team organization.

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

10.1.4 Qualifications are due on or before 2:00 pm on October 20, 2023.

10.1.5 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to mohammad.siddiqi@dc.gov. Inclusion of other materials by reference will not be considered.

10.2 Organization and Content

10.2.1 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 11 of this TO RFQ.

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

10.2.3 In your description of professional qualifications, include a description of qualifications for the following:

- Provide qualifications for implementing best practices and strategies to significantly improve key metrics related to curbside management.

10.2.4 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.

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 five (5) evaluation factors and their relative importance for this requirement are as follows:

1. 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) include in your specialized experience and technical competence the following:
 - GIS applications
 - Quantitative analysis
 - Data visualization
3. Capacity to accomplish the work in the required time; (20 Points)
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)
5. Risk Assessment - 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)

- a. Identify three important issues that represent significant potential risks to delivering this project on schedule and within budget and describe your experience and strategies to overcome the types of issues and risks identified.

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

- District eVAL
- Publicly available information

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

Total Possible Points: 125

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.

a.

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.

13. CONTRACT ADMINISTRATOR (CA)

Name: TBD
Title: Curbside Management, Operations Division
Agency: District Department of Transportation
Address:
Telephone:

12 14. RECEIPT OF QUALIFICATIONS

All questions must be submitted via email to the Contracting Officer, Mohammad Siddiqi, at mohammad.siddiqi@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,

Mohammad Siddiqi
Mohammad Siddiqi
Contracting Officer - DDOT