

# Government of the District of Columbia

## Department of Transportation



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

**Date:** 5/12/2023

**Category of Services:** Construction Management  
and Inspection Services

**Title:** Construction Management Services

**Solicitation No.:** OCPTO230003

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

The focus of this contract is on the Bus Priority Program, Bicycle Lane Facility Program and Traffic Safety Improvements. Mayor Muriel Bowser and DDOT have established these programs to accommodate bicyclists with safe and convenient facilities, provide transit services and ensure that transit vehicles can move quickly and efficiently, provide safe, attractive, and convenient pedestrian amenities and public spaces, and support the efficient movement of deliveries that are the lifeblood of businesses in the District.

The desired outcome of this RFQ is to have a contract with a qualified professional firm to efficiently, economically, and professionally assist DDOT with the programs listed above. The outcome of this request will be hiring the most qualified firm to manage several aspects of construction projects for the District Department of Transportation. The construction documents prepared by the Project Engineer (“Consultant”) will be transferred to the District of Columbia (“District”) or the DDOT Program Manager (“Engineer”). The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the “Contractor”.

#### **2. PROJECT PURPOSE**

Propose engineering countermeasures at high hazard intersections to reduce crash frequency and severity.

#### **3. TASK ORDER COMPETITION**

The District is soliciting qualifications from the below 5 firms awarded an A/E schedule contract in category Construction Management and Inspection Services to perform the required services. Two task order awards are anticipated. The 5 firms are:

The Temple Group, Inc.  
Precision Systems, Inc.  
O’Connell & Lawrence, Inc.  
Somat Engineering, Inc.  
Volkert Engineering, PC.

#### **4. 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	DDOT	Construction Management Manual, 2021	<a href="https://wiki.ddot.dc.gov/display/CMM/Construction+Management+Manual?preview=/102928095/111150012/202101_DDOT_CM_Manual_All_Sections.pdf">https://wiki.ddot.dc.gov/display/CMM/Construction+Management+Manual?preview=/102928095/111150012/202101_DDOT_CM_Manual_All_Sections.pdf</a>
2	DDOT	Standard Specifications for Highways and Structures, 2013	<a href="https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf">https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf</a>
3	DDOT	Work Zone Safety Manual	<a href="https://ddotwiki.atlassian.net/wiki/spaces/COM/pages/2069271070/Standards+and+Manuals?preview=/2069271070/2069271244/Draft%20Pocket%20Guide%20(2016-01-07)%20Final_cropped.pdf#WZ">https://ddotwiki.atlassian.net/wiki/spaces/COM/pages/2069271070/Standards+and+Manuals?preview=/2069271070/2069271244/Draft%20Pocket%20Guide%20(2016-01-07)%20Final_cropped.pdf#WZ</a>
4	DDOT	Standard Drawings	<a href="https://d92016.eos-intl.net/eLibSQL14_D92016_Documents/396815346-Standard-Drawings-2015-Full-Doc.pdf">https://d92016.eos-intl.net/eLibSQL14_D92016_Documents/396815346-Standard-Drawings-2015-Full-Doc.pdf</a>
5	DDOT	Design Engineering Manual	<a href="https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL.PDF">https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL.PDF</a>
6	DDOT	Green Infrastructure Standards	<a href="https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf">https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf</a>
7	DC Water	Water Construction Standard Details and Specifications	<a href="https://www.dewater.com/design-and-construction-standards">https://www.dewater.com/design-and-construction-standards</a>
8	FHWA	Manual on Uniform Traffic Control Devices	<a href="https://ddotwiki.atlassian.net/wiki/spaces/COM/pages/2069271070/Standards+and+Manuals?preview=/2069271070/2069271205/mutcd2009edition.pdf#Standards">https://ddotwiki.atlassian.net/wiki/spaces/COM/pages/2069271070/Standards+and+Manuals?preview=/2069271070/2069271205/mutcd2009edition.pdf#Standards</a>
9	AASHTO	Geometric Design of Highways and Streets	<a href="https://store.transportation.org/item/collectiondetail/180?AspxAutoDetectCookieSupport=1">https://store.transportation.org/item/collectiondetail/180?AspxAutoDetectCookieSupport=1</a>

10	DOEE	Standards and Specifications for Soil Erosion and Sediment Control	<a href="https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/2017%20DC%20ESC%20Specifications%20Manual_08_2017.pdf">https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/2017%20DC%20ESC%20Specifications%20Manual_08_2017.pdf</a>
----	------	--------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**5. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

**5.1** A 22.00% DBE subcontracting goal for firms certified as DBEs in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

**6. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY**

**6.1** 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.

**6.2** 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.

**7. 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:

<b>Key Personnel Title</b>	<b>Key Personnel Minimum Qualifications</b>
Project Engineer	A Civil Engineer with minimum 5 years’ experience as Registered Professional Engineer License, with the District’s Board of Registration for professional Engineers. Years of experience must include experience in managing multiple highway/roadway construction projects.
Senior (Lead) Inspector	Minimum 3 years’ experience in construction and construction inspections as a Lead inspector (managing a team of inspectors). Years of experience must include inspecting concrete, asphalt, pavement

	markings, signs, and Maintenance of Traffic installation. ACI certified for concrete sampling, inspection, and testing.
Project Manager	Civil Engineer with minimum 3 years' experience Registered Professional Engineer License, with the District's Board of Registration for professional Engineers. Years of experience must include experience in managing highway/roadway construction projects.
Office Engineer (OE)	Engineer with minimum 3 Years' experience managing project files. Years of experience must include experience in maintaining and setting up project files for highway/roadway construction projects. Project files include but not limited to, invoices, material submittals, redline revisions.
3 Construction Inspectors	Minimum 3 years construction experience and construction inspection. Years of experience must include inspecting concrete, asphalt, pavement markings, signs, and Maintenance of Traffic installation. ACI certified for concrete sampling, inspection, and testing.
Principal	Civil Engineer with minimum 10 years' experience as a Registered Professional Engineer License, with the District's Board of Registration for professional Engineers. Years of experience must include experience managing large scale (\$10M+) highway/roadway construction contracts.

**8. SCOPE OF WORK:** The scope of work includes but is not limited to the following:

**8.1 Construction Management Services:**

The work to be performed, which shall be as indicated specifically on the work assignments or as directed by the Engineer, includes but is not limited to:

- A. Review of documents during pre-bid, bidding, and award process.
- B. Establish project management controls at construction start-up.
- C. Provide staff to carry out inspection and oversight of specific construction activities as they are being performed at various project sites and resolve field construction problems as they arise to the Contract Administrator (CA). Prepare a daily report at the end of each inspection day.  
Construction activities to include:
  - 1. Delivery of concrete and asphalt core samples to the District's QA/QC Division.
  - 2. Coordinate with DDOT QA/QC division and request for compaction test of critical areas.
  - 3. Placement and maintenance of temporary traffic control setup and takedown in accordance with the location's Traffic Control Plan and Maintenance of Traffic Plan, if applicable.
  - 4. Asphalt and concrete work, to include milling and paving, and roadway and sidewalk construction and restoration. Such changes will include but are not limited to installation of turn pockets, curb extensions, bus bulb-outs, median removal or addition, lane reconfiguration.

5. Utility changes and improvements to accommodate the new roadway changes.
  6. Signal modification work and installation of new signals on newly signalized intersections as part of the Project.
  7. Installation of HAWK signals, RRFBs and school flashers
  8. Various types of curb ramps that need to be ADA compliant.
  9. Installation of new streetlights and streetlight poles.
  10. Installation of new drainage and/or stormwater management features, including the installation of new bike-friendly inlet grates.
  11. Application of pavement markings including but not limited to red-painted lanes on proposed bus lanes and green paint on bicycle lanes,
  12. Curbside changes such as placement of new signs or removal of existing ones if applicable, addition of project specific features such as flex-posts, wheel stops, bike share stations, bus shelters, seating, furniture, planters, etc.
- D. Maintain photographic record of each site and construction progress.
- E. The Consultant shall place in charge of the work to be performed under this task order, a designated representative (Project Manager) who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- F. The Consultant shall maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications listed in the DDOT Construction Manual to inspect all aspects of the Project. Consultant shall have the staffing available to provide a Lead Construction Inspector as well as three Construction Inspectors.
- G. Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic and ensuring safety of the worksite.
- H. Communications Control: Prepare and maintain records of all written correspondence, schedule meetings, record meeting minutes, and produce daily, weekly, and monthly reports.
- I. Quality Assurance/Quality Control to include verification of all materials and construction methods submitted and performed by the Contractor and coordinating with DDOT QA/QC for all submittals, testing, and verification.
- J. Provide reporting information to funding sources.
- K. Coordinate with utilities and other stakeholders.
- L. The consultant shall also:
1. Track cost items and verify contractor quantities and invoices.
  2. Attend Pre-construction site layout meeting.
  3. Prepare, maintain and secure on a daily basis all contract record including correspondence, Change orders, Claims, Consultant Documents, Partial Payments, Minutes of Meeting, Daily Inspection Reports, Construction Estimates, As-Built Drawings, Specifications,

Submittals, Safety Reports, Accident Reports, RFI, Non-Compliance and Rejection Notices, etc.

4. Receive, review, evaluate for conformance to the contract requirements and recommend acceptance or rejection of the Contractor's Critical Path Method (CPM) schedule and resource analysis and subsequent updates.
  5. Complete the review/evaluation of the Contractor's CPM schedule within fourteen (14) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.
  6. Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and contract. Provide timely written notice to the Engineer when the Contractor is not in compliance with the approved schedule. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the contract.
  7. Provide all justification and/or documentation necessary for payment of incentive or disincentive charges, if any, as provided in the Contract. Program the Contractor's approved CPM (Primavera or Microsoft Project) into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or the District, or others. Consultant is not authorized to perform work on any task or work beyond the services completion date identified in this task order.
  8. Accurately measure and record specific contract items, which are to be paid under the contract documents, to include:
    - a. Roadway and sidewalk excavation
    - b. Asphalt construction materials
    - c. Concrete construction materials
    - d. Erosion and sediment control materials
    - e. Temporary traffic control elements
  9. Verify the accuracy of the construction Contractor's field measurements.
- M. Ensure Contractor strictly follows the approved phasing plans for all work.
- N. The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.
- O. The Standard of Care applicable to Consultant's Services will be high degree of skill and diligence employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.
- P. The Consultant shall monitor the adequacy of the Contractor's progress, schedule, personnel and equipment and the availability of necessary materials and supplies for conformance to the Contract requirements and approved baseline schedule. If the Consultant determines the Contractor's resources, operations or procedures may lead to a delay or the lack of compliance with District or Federal requirements, notify the DDOT Engineer in writing of such determination and provide recommendations to prevent the delay.

## **8.2 Project Assignment**

Project locations will consist of construction sites whose work is being completed under one of three construction contracts: the Citywide Traffic Signal Construction contract, the Citywide Traffic Safety Improvement Construction contract, and the Citywide Local Safety Construction contract. The Engineer shall assign specific construction site locations to the Consultant based on the expected construction schedule and anticipated construction management needs at each work site, with as much notice as possible given to the Consultant in advance.

### **8.3 Work Schedule**

Consultant shall be present on assigned construction sites while construction activities are taking place. In the event of overtime, night, weekend, or holiday construction activity that requires Consultant's presence, Consultant shall inform the engineer with 7 days' notice of the work taking place. Consultant shall provide management oversight of such work only with written permission of the Engineer.

### **8.4 Inspection in field**

The Consultant shall:

- A. Inspect the work of the Contractor on the project as it is being performed until final completion and acceptance of the Project by DDOT to determine that the permanent materials furnished, and work performed are in accordance with all contract documents and the approved shop and working drawings.
- B. Electronically document receipt of certifications for materials as required prior to incorporating said materials into the project. Take such necessary actions as may be required to prevent incorporation of materials into the work that have not been approved and/or certified.
- C. Prepare the Project Engineer's written notification to the Contractor that the work or permanent material fails to conform to the contract documents. If interpretation by the Engineer of the meaning and intent of the contract documents becomes necessary during construction, provide to the Engineer all information and data relative to the interpretation, and make recommendations when requested by the Project Engineer.
- D. Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

### **8.5 Shop Drawings**

Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the consultant shall log the shop drawings and distribute with transmittal to the design consultant, the DDOT, and DC Water as per the contract documents, project agreements and permits within 3 working days. The Consultant shall ensure the work is as per the approved structural shop and working drawings by the Engineer of Record for the project and/or other reviewing agencies. Advise the DDOT project engineer when progress of review adversely affects the project schedule.

Confirm work is as per the approved shop drawings and material certifications for compliance with the contract drawings and specifications.

### **8.6 Working Drawings**

Once the Contractor submit working drawings and PE stamped calculations directly to the project field office, the consultant shall log the documents and distribute with transmittal to the design consultant, DC Water, and/or PEPCO, as per the contract documents, project agreements and permits within 2 working days. The Consultant shall ensure the work is as per the reviewed working drawings and/or erection plans by the Engineer of Record for the project and/or other reviewing agencies. Assist the DDOT project engineer when progress of review adversely affects the project schedule.

### **8.7 Assurance of Material Quality**

The Consultant shall:

- A. Review for contract conformance all laboratory test reports and certifications concerning 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 the actions concerning materials that are rejected because of non-conformance to the contract requirements.
- B. Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the Contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and/or products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, tack coat, prime coat, base course, embankment fill, structural back-fill, steel reinforcement, water-stop, curing compounds, sealers, welded wire fabric, bars, grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division as per the contract documents.
- C. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure the temperature of asphalt mixes delivered to the job site conforms to the contract requirements.

### **8.8 Safety**

- A. The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors, consultants and others who may come in contact with, or be exposed to, any work performed to complete the contract. The Consultant shall review and make recommendations on the Contractor's safety program submittal, and maintain on file safety programs developed by the Contractor. If the Consultant observes practices or conditions at the construction site which appear to be inconsistent with good construction safety practices, the Consultant has the authority to shut down the project. Contact shall be made with the DDOT Engineer in the event of any project shutdowns. A report shall be made to the DDOT Engineer. (The performance of such services by the Consultant shall not relieve the Contractor of responsibility for the safety of persons and property, and compliance with all statutes, rules, regulations, and orders applicable to the conduct of the work.)

### **8.9 Correction of Discrepancies and Deficiencies**



- A. The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer in assuring the Contractor's compliance with DDOT's requests for correction. If the contractor fails or refuses to correct such discrepancies or deficiencies, report the same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

#### **8.10 Change Orders**

- A. The consultant shall make written recommendations including detailed justification and independent cost estimates to the Project Engineer for such changes in the Construction Contract, as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the CA.
- B.* Prepare change orders as directed by the Project Engineer. Upon approval by the Engineer, package all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by the change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. AS directed by the Project Engineer, assist in negotiating the final change order price with the Contractor and make recommendations, complete with substantiation, to the Project Engineer.

#### **8.11 Construction Cost Revisions**

- A. The Consultant shall update the total construction cost as construction proceeds forward, and as required incorporating approved changes to the Project as they occur. The Consultant shall advise DDOT Engineer in writing, with detailed breakdown and estimates, whenever construction costs are expected to exceed the estimated costs.
- B. The Consultant shall evaluate the technical proficiency and monetary value of the Contractor's proposed design changes or alternatives and recommend to the DDOT Engineer acceptance or rejection complete with substantiation for such recommendation.

#### **8.12 Claims**

- A. If requested, the Consultant shall maintain documentation of all contractual liability claims. In the event any claim is made, or any action brought against the District, arising under or in any way relating to the construction contract, the Consultant shall assist in the preparation of all correspondence for the signature of the Engineer, including preparation of written reports with supporting documentation, Contracting Officer's decisions, and findings of fact necessary to resolve disputes.
- B. As directed by the CA or Engineer, the Consultant shall maintain a current, marked set of as-built drawings and specifications. The Consultant shall verify deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction Consultant. Upon completion of construction, the Consultant shall provide the CA or Engineer with a certified set of marked as-built drawings and specifications.

#### **8.13 Final Inspection**

- A. The Consultant shall convene and conduct the final inspection and prepare the punch list for any outstanding items, resulting from the final inspection. The Consultant shall ensure the CA or Engineer and the construction Consultant are provided a copy of the punch list.

- B. Prior to determining completion, the Consultant shall verify that the construction Consultant completes all items on the punch list, in accordance with the contract documents. Upon closeout of the punch list, the Consultant shall provide the CA or Engineer with a letter, signed by the construction 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.

**8.14 As-Built Drawings and Specifications**

- A. As directed by the Engineer, maintain at the job site a current, marked set of as-built drawings and specifications. Identify known deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction contractor. Upon completion of construction, provide the Engineer with a certified set of marked as-built drawings and specifications in electronic copies of .pdf and .dgn file format (.dgn format only for the plans).

**8.15 Final Reports**

- A. The Consultant shall prepare all required final reports, to include but not limited to final payment vouchers and material certifications. The Consultant shall provide to the CA or Engineer all project records in accordance with District standards and requirements and return to the District any original calculations, survey notes, engineering or other data provided by the District upon contract closeout. The Consultant shall provide certification thereon of all original as-built plans, calculations, maps, engineering data, final estimates, and any other data produced by the Consultant. Documents prepared by the Consultant and its subconsultants in pursuance of the terms of this Task Order shall be delivered to and become the property of the District.

**8.16 Maintenance of Records**

- A. The Consultant shall maintain and secure all contract records to include, but not limited to: contract documents, general correspondence, Consultant’s insurance policies, change orders, time extensions, claims, test requests and related results, material certifications, shop drawings, catalog cuts, transmittal letters, Federal Highway Administration (FHWA) inspection reports, meeting minutes, progress schedule files, reading files, utility (DC WASA and PEPCO) files, quality assurance records, concrete mixing records, delivery tickets, value engineering recommendations, traffic maintenances, Notices to Proceed, general memoranda and correspondence from the Contracting Officer (CO), Design Consultant, subconsultants and supplier correspondence, obstruction notices, construction progress reports, findings of fact, weekly training reports, quantity computations, samples, diaries, inspector’s reports, accident reports, progress photographs, Protrack+ updates or other current project tracking system DDOT is using, and any other related documents deemed necessary by the Project Engineer. The Consultant shall maintain logs of all records and ensure the records are open to District and FHWA representatives at all times. Prior to final payment, the Consultant shall deliver all records, drawings, and samples to the CA or Engineer.
- B. The Consultant shall ensure any and all documentation, referenced above, is available for review, inspection or audit by the CA, Engineer or other authorized representatives of the District and Federal governments at the Consultant’s office at all reasonable times during the contract term and for a period of three years from the date of final payment. The Consultant shall furnish copies of requested materials upon request.

**9. DELIVERABLES**

SOW Reference	Deliverable Title	Deliverable Description	Delivery Method
---------------	-------------------	-------------------------	-----------------

1	Organization Chart	Organization Chart	Electronic
2	Inspection Daily Reports	Inspector's Daily Reports (IDR)	Electronic
3	Project coordination procedure	Project coordination procedure	electronic
4	Correspondence Documents	Correspondence Documents	Electronic
5	Meeting Minutes	Meeting Minutes	Electronic
6	Daily Records	Construction Manager/Project Engineer daily report	Electronic
7	Comments on proposed Contractor's schedule	Comments on proposed Contractor's schedule	Electronic
8	Assurance of Material Quality Report	Acceptance Test and Material Submittals	Electronic
9	Change Order Documents	Review, comment, and compile change order documents	Electronic
10	Punch list, close out checklist and substantial completion letter	Non-compliance Items and substantial completion milestone	Electronic
11	Drawing and Analysis	Analysis of proposed redline revisions (drawings)	Electronic
12	Weekly Reports	Construction Manager/Project Engineer's Weekly Reports	Electronic
13	Review Invoices	Review Invoices	Electronic

14	Over-run estimated cost report	Over-run estimated cost report	electronic
15	Marked Set of As-builts Drawings	Marked Set of As-builts Drawings	Electronic
16	Final Report and Close Letter	Project Closeout	Electronic
17	Claims Documents	Review, comment, and recommend on claim document	Electronic

## 10. PERIOD OF PERFORMANCE

The base period shall be from date of award through September 30, 2024. The District will have an option to extend for 1 two-year option period and 1 one-year option period.

## 11. INSTRUCTIONS TO OFFERORS

### 11.1 Submission Due Date

- Submissions, in whole, shall not exceed 50 pages in length.
- Submissions are due on or before 2:00 PM on June 2, 2023.
- All questions must be submitted via email to the Contract Specialist, Tuba Meraj, at [tuba.meraj@dc.gov](mailto:tuba.meraj@dc.gov). OCP/DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

### 11.2 Organization and Content

11.2.1 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to the general A/E schedule mailbox at [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov), Tuba Meraj, Contract Specialist, at [Tuba.Meraj@dc.gov](mailto:Tuba.Meraj@dc.gov), and , Contracting Officer, at . 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 § 10.1.

11.2.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 12 of this TO RFQ.

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

- 11.2.4 Provide qualifications and experience regarding implementing best practices and strategies applicable to the requirement, including: avoidance and mitigation of impacts in the adjacent public space; public outreach and communication between stakeholders; experience utilizing QA/QC processes to ensure contract compliance; and identification, management, and mitigation of project risks.
- 11.2.5 Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules. Offerors shall specifically address their past performance in the context of cost control, quality of work, and compliance with performance schedules.
- 11.2.6 Identify (3) three significant potential risks to successful performance and describe your experience and mitigation strategies in overcoming the identified risks.

## **12. 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; **(30 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; **(20 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: 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**

## **13. 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.

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

**Name:** Britnee Adams

**Agency:** District Department of Transportation

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

**Email:** Britnee.Adams@dc.gov

*Sincerely,*



Tuba Meraj, Contract Specialist

C.C: Britnee Adams, DDOT