

# 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:** April 29, 2024

**Category of Services:** Category D – Construction  
Engineering and Management Services

**Title:** Request for Qualifications (RFQ) for Construction  
Management, Inspections and Engineering Services for  
Pennsylvania and Potomac Avenue Intersection  
Improvement

**Solicitation No.** DCKA-2024-TR-0075

#### **1. BACKGROUND**

The Project includes roadway, pedestrian and bike access improvements at the Pennsylvania and Potomac Avenue Intersection Improvement project as shown on the contract plans and indicated in the specifications / special provisions. All work on the roadways shall be performed within the existing right-of-way.

#### **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category D – Construction Engineering and Management Services in accordance with the provisions of the A/E contract. One Firm-Fixed-Price Task Order award is anticipated. The three firms are:

- Daniel Consultants, Inc.
- Rummel Klepper & Kahl, LLP
- Volkert Engineering, PC

#### **3. APPLICABLE DOCUMENTS:**

- Contractor’s respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, January 2021 or latest edition
- DDOT Standard Specifications for Highways and Structures, dated 2013, issued by District of Columbia Department of Transportation
- Construction Project Documents

- Construction documents may be found at the link;  
<https://sp.ddot.dc.gov/sites/IPMD/ap/sp/Pennpot/FD/05.03%20Final%20Design/Chief's%20Checklist>

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

A 18% DBE subcontracting goal for firms certified as DBE's 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 the Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR.

#### **5. KEY PERSONNEL REQUIREMENTS**

- Construction Manager/Resident Engineer (CM/RE): Civil Engineer with minimum 5 years' experience as resident engineer & District of Columbia Registered Professional Engineer License
- Office Engineer (OE): Civil Engineer with minimum 5 years' experience as resident engineer & District of Columbia Engineer In Training or Registered Professional Engineer License
- One (1) Senior Inspector: with minimum 5 years' experience & all construction inspection required certificates as describe in the DDOT's Construction Management Manual Dated January 2021
- Scheduler: with minimum 5 years scheduling/analysis utilizing Primavera Scheduling
- Public Outreach Lead: with minimum 5 years' experience providing public outreach experience in an urban setting.

#### **6. SCOPE OF WORK ("SOW")**

The consulting firm, hereinafter referred to as "Consultant", shall provide construction engineering management and construction inspection services (CM/CI) to the District of Columbia, Department of Transportation (DDOT), during construction of Pennsylvania and Potomac Avenue Intersection Improvement under DDOT's Project Manager (PM) supervision. CM/CI services including monitoring and accurately documenting construction work through inspection and testing, daily reconciling quantities with contractor, weekly uploading the installed quantities into DDOT's Project Field Manager, tracking progress against the construction schedule, checking and recommending interim and final payments, preparing independent change order cost estimates, administrating changes orders, maintaining and daily uploading the project's records into DDOT's Project SharePoint for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the 2020 version of DDOT Construction Management Manual. The construction and inspection services shall include, without limitation, the following:

##### **Section 1.0 General**

- The primary purpose and intent of this task is for a qualified consultant to provide DDOT with construction management and construction inspection services under supervision of the DDOT's Project Manager during the construction of Pennsylvania and Potomac Avenue Intersection Improvement Project. Construction will be performed by a Contractor, who will be under contract with the DDOT. The presence or duties of the Consultant's personnel at construction project office and construction site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties belonging to the construction Contractors or other entities, and do not relieve the construction Contractors or any other entity of

their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.

- The Engineer referred to herein shall be the District of Columbia Department of Transportation's Chief Engineer. The Project Manager will be the Engineer's representative.
- The construction contractor to which the DDOT has awarded the contract for construction of the Project will be referred to herein as the Contractor.
- The construction Contract documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.
- The Construction Contract Document for Pennsylvania and Potomac Avenue Intersection Improvement project will be referred to herein as the project.
- A certified work zone specialist shall be provided and shall perform daily reviews and enforce work zone safety requirements and advise the Contractor to correct any safety-related deficiencies.
- The Consultant shall develop and implement comprehensive public and stake holders communication and notification including but not limited to development of public communication and notification work plans, if necessary, preparation of public meeting presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a community project mailing list of ANC's, stakeholders, groups and interested parties. Consultant Shall weekly update the project website. All project documents including but not limited to all submittals, RFI's, IDR's, invoices, public notifications, change orders documents, schedules, two weeks look ahead, minutes of meetings, weekly progress reports, claims, notices shall be in electronic format and shall be uploaded into project SharePoint on real time and daily basis that will be accessible to DDOT managers.
- Ensure that the Contractor strictly follows the approved phasing plans for all work.
- The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.
- The Standard of Care applicable to Consultant's Services will be the degree of skill and diligence normally 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.

## **Section 2.0 Organization**

The Consultant shall:

- Establish, subject to the approval of the Project Manager, on-site organization, and lines of authority to carry out the overall plans of DDOT in all aspects of the Project.
- Prepare and submit within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual staff, provide a project contact list, organization chart, the size of staff, the job classifications, and salaries of staff personnel for review and approval of the Project Manager. Any subsequent staff changes shall be subject to the prior written approval of the Project Manager.
- Consultant must obtain DDOT project Manager's approval how to staff the project after NTP.

### **Section 3.0 Supervision and Inspection**

The Consultant shall:

- Place in charge of the work to be performed under this task order a Construction Manager/Resident Engineer (CM) who shall be a District of Columbia Registered Professional Engineer with construction management experience and work full time at DDOT's project office.
- Maintain a competent experienced full-time inspection staff supervised by the CM at the job site for the inspection, documentation, and coordination of the Project. The on-site staff shall have the qualifications and experience to inspect all aspects of the Project.
- Maintain access to competent part-time inspection staff made available to the Consultant's on-site supervision for specialized inspection needs. If the project includes plantings, staff must include landscape architects/inspectors/arborists with hours representative of project size and scope. If the project includes stormwater management, staff must include certified LID inspectors with hours representative of project size and scope.
- 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.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer of record for review and approval.

### **Section 4.0 Procedures**

Establish written procedures within ten (10) working days from award, for coordination with the Project Manager, the Contractor, the design Consultant, DC WATER, PEPCO, Washington Gas, other utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Manager, the Consultant shall implement such procedures.

### **Section 5.0 Preparation of Correspondence**

Prepare correspondence pertaining to the project for the review and signature of the Project Manager and the Contracting Officer or their designees. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, submittals, fact findings, Inspection Daily Reports (IDR), meeting minutes, proposed change orders, time extensions, responses to claims, intergovernmental memoranda, memoranda to the file or any other written communication requested by the Project Manager or the Engineer. Preparation of correspondence will include the composing of drafts for review by the Project Manager, revising as directed by the Project Manager, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Manager.

### **Section 6.0 Job Site Records**

Upload, maintain and routinely update project documents in DDOT's Project SharePoint on a daily basis including all Contract and TO contract records, TO and Contract documents, addendums, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, RFI's, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, concrete

mixing records, delivery tickets, Invoices, National Park Service file, Water and Sewer Administration file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, fact findings, weekly training reports, design Consultant's correspondence, subcontractors and supplier files and materials, quantity computations, planting record update, partial payment records, samples, diaries, inspector's daily reports, daily personnel and equipment records, accident reports, certifications, progress photographs, and any other related documents situationally necessary or as deemed necessary by the Project Manager Logs of all records will automatically be maintained by DDOT's SharePoint.

## **Section 7.0 Meetings**

The Consultant shall:

- A. Become familiar with the plans, specifications, and other related documents. Convene and conduct a meeting with the Project Manager within two (2) weeks after execution of the first Task Order for the purpose of preparation of the base line schedule with the Contractor and planning for pre-construction meeting.
- B. Assist DDOT Project Manager in preparation and conducting a preconstruction meeting attended by contractor, its subcontractor, utility companies, all internal and external stakeholders, and act as liaison in subsequent meetings with their representatives and the Contractor at a location identified and supplied by the Project Manager.
- C. Schedule and conduct project meetings as may be needed when approved by the DDOT Project Manager with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.
- D. Prepare detailed minutes of all meetings and distribute copies to all parties within 48 hours after the meeting.

## **Section 8.0 Construction Schedule**

The Consultant shall:

Receive through DDOT's Project SharePoint, review, evaluate for conformance to the Contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.

Complete the review/evaluation of the Contractor's Critical Path Method ("CPM") schedule within ten (10) working days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.

Provide constant surveillance of the Contractor's activities for conformance to the approved baseline schedule and Contract. Provide timely written notice to the Project Manager when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the Contract.

Monthly update and upload the Contractor's approved CPM Primavera file in DDOT's Project SharePoint. Record and analyze delays caused by the Contractor or the District, or others.

**Without written approval of Contracting Officer, consultant is not authorized to work on any task or work beyond the services completion date identified in this task order.**

## **Section 9.0 Shop and Working Drawings**

### **A. Shop Drawings:**

Once the Contractor uploads the shop drawings and calculations signed and sealed by a DC Professional Engineer into DDOT's SharePoint, the Consultant shall review the shop drawings, and if they are acceptable process the documents by notify the reviewing agencies and/or the design Consultant in accordance with the Contract documents, project agreements and permits the same day. The Consultant shall ensure that the work is in accordance with the Engineer of Record approved and reviewing agencies structural shop and working drawings. Consultant shall advise the DDOT Project Manager when progress of review will adversely affect the project schedule.

Confirm work is in accordance with the approved shop drawings and material certifications for compliance with the Contract drawings and specifications.

### **B. Working Drawings:**

Once the Contractor uploads the working drawings and calculations signed and sealed by a DC Professional Engineer into DDOT's Project SharePoint, the Consultant shall review the documents, and if they are acceptable notify the design Consultant, in accordance with the Contract documents, project agreements and permits the same day. The Consultant shall ensure that the work is in accordance with Engineer of Record approved and reviewing agencies working drawings and erection plans. Consultant shall assist the DDOT Project Manager when progress of review will adversely affect the project schedule.

## **Section 10.0 Assurance of Material Quality**

**A.** Consultant Shall review all approved laboratory test reports, all approval materials certifications required under the Contract, all document concerning materials that are rejected because of non-conformance to the Contract requirements, and all materials that are expressly waived by the DDOT in writing along with the reasons for such waivers and upload them into DDOT SharePoint. Consultant shall obtain DDOT's decision concerning materials that are rejected because of non-conformance to the Contract requirements, document them, submit them to contractor and upload them into DDOT's SharePoint.

**B.** Consultant shall provide shop and field inspection services for prestressed concrete elements, fabricated modular units, carbon fiber reinforced polymer wrapping (CFRP), ultra-high performance concrete (UHPC) and other metal work, including steel reinforced elastomeric bearing system and anchor bolts, roadway load transfer assemblies, fabrication of steel girders and beams and other prefabricated elements, handrailing, guardrailing, galvanizing, surface preparation and painting, epoxy coatings of reinforcing steel, and inspection of other material that is heated, rolled, fabricated or welded during all phases of fabrication and painting at the fabricator's plant pursuant to the Contract. Submit resumes of qualified personnel to perform the shop inspection duties. The assigned shop inspector shall prepare reports and data confirming materials and fabrications are in compliance with the approved shop drawings and the Contract.

**C.** Consultant shall 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 products shall include: job mix formulas,

mix designs and composition materials for bituminous mixtures, Portland-Cement-Concrete, Ultra-High Performance Concrete masonry 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.

- D.** 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.

### **Section 11.0 Maintenance of Traffic (MOT)**

Consultant shall review MOT plans submitted by the contractor through DDOT's SharePoint and provide review comments to DDOT and contractor after obtaining review comments from DDOT traffic safety office, resolve the comments and get the MOT plans approved by DDOT. Conduct the implementation of the approved MOT or Temporary Traffic Control plan during construction and updated the DDOT traffic control officer; update the record as per the requirement. Have copy of the approved MOT plan available and go over each phase with your project team and the contractor ahead of time to implement the recommendation. Before allowing the contractor to close any lanes, contact the DDOT Project Manager and make sure the lane closure is approved by the engineer and the lane closure is communicated to the DDOT communication office to distribute to the public. In addition, distribute the lane closures to the residents and businesses in the area. Assist DDOT in coordinating the construction work including the lane closures with the National Park Service (NPS), Virginia Department of Transportation, Federal Highway Administration (FHWA), and other stakeholders. Provide project communication plan to the DDOT project manager for review and approval including list of stakeholders.

### **Section 12.0 Contractor's Resources**

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 Project Manager in writing of such determination and provide recommendations to prevent the delay.

### **Section 13.0 Inspections and Interpretations**

The Consultant shall:

- 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.
- 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 or certified as required.

- Document date of planting/placement of project vegetation to include trees, seeding, sod, bushes, and stormwater & green infrastructure vegetation. Maintain a Plantings Guarantee / Establishment Summary tracking post-installation acceptance, maintenance, care, and guarantee information specific to each location.
- Prepare the Project Manager's written notification to the Contractor that the work or permanent material fails to conform to the Contract documents. In the event that 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 Manager.
- Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

#### **Section 14.0 Correction of Discrepancies and Deficiencies**

The Consultant shall notify the Project Manager, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Manager 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 Manager. The Consultant is not authorized to change the Contractor's scope of work.

#### **Section 15.0 Surveys**

The Consultant shall:

- Check base line points and benchmarks when directed by the Project Manager. Report all discrepancies in the established base lines and benchmarks to the Project Manager and recommend solutions. Provide other surveying services as may be requested by the Project Manager.
- Coordinate with the Contractor regarding the measurements to be taken in accordance with the Contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with the work.
- Verify the Contractor makes all field measurements of the existing construction as required by the Contract documents which may affect the construction, e.g., elevations
- of existing bridge girders and beams, and location of existing bearing center lines. Verify the accuracy of the Contractor's measurements.
- After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the Contract requirements. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Manager and resolve the same with the Contractor.

#### **Section 16.0 Contractor's Payments**

The Consultant shall accurately measure, compute, reconcile and record daily all quantities of items to be paid for under the Contract unit prices. Measure all quantities for payment in accordance with the Contract documents. Input quantities into the field manager by close of business every Friday. Review Contractor's monthly payment request for accuracy with field manager quantities and notify the Project



Manager of any inconsistencies. Recommend amount of monthly progress payments to the Project Manager. Recommend to the Engineer the amount of the final payment to be made to the Contractor based on the Consultant's computation of quantities. Prepare all computations and payment requests using DDOT standard procedures, forms, and formats. Keep orderly and separate back-up documentation of all quantities for payment measured in place.

### **Section 17.0 Progress Reports and Records**

The Consultant shall:

- Keep accurate and detailed written records of the Project during all stages of construction; submit weekly and monthly written progress reports to the Project Manager, including, but not limited to, information concerning the work of the Contractor for the report period (supplemented by photos), the percentage of completion of work, the percentage of money spent and the number and amount of change orders.
- Each inspector and Consultant staff working in the field and performing inspection shall prepare an electronic pdf detailed daily diary (IDR) of all work performed by contractor and events occurring on the job site or connected with the Project, using DDOT's Standard IDR form and they must upload the IDR's directly into DDOT's Project SharePoint on daily basis. The information recorded in the diary shall include but not limited to descriptions of work progress, all measurement, quantities, contractor's equipment used, contractor's staff, pictures, list and identity of visitors, specific problems encountered, corrective actions taken, material deliveries tickets, weather conditions, labor disputes, accident reports and other pertinent project information.
- Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDOT requirements. Prepare and maintain concrete mixing records complying with DDOT requirements. Prepare and maintain plantings / vegetation guarantee records complying with DDOT requirements.

### **Section 18.0 Change Orders**

The Consultant shall:

Make written recommendations, including detailed justification, scope, schedule of change order items, effect of change order on overall schedule and cost estimates, to the Project Manager 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 Project Manager.

Receive directives to prepare change orders from Project Manager. Upon approval by the Project Manager, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures and the Contract documents. Provide comprehensive inspection and records of change order work to be paid for by 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. Where requested by the Project Manager, participate in the final change order price negotiation with the Contractor and complete the change order package including per DDOT's standard and submitted to the Project Manager.

### **Section 19.0 Value Engineering Change Proposals (VECPs)**

The Consultant shall evaluate the monetary value of the Contractor's VECPs and recommend to the Project Manager acceptance or rejection complete with substantiation for such recommendation.

## **Section 20.0 Claims**

The Consultant shall:

If requested, maintain documentation of all contractual liability claims. In the event any claim is made, or any action brought, arising under or in any way relating to the construction Contract, the Consultant shall prepare all correspondence for the signature of the Project Manager and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including, for example, Contract Appeals Board hearings and court hearings. In the event these services are required of the Consultant, these services will be considered additional and are not reflected in Consultant's TO contract budget. Applicable fees for these services will be negotiated between the Consultant and DDOT.

Receive, investigate and answer all complaints and inquiries from property owners, citizens, agencies, companies, organizations and officials. Refer complaints to the Contractor and maintain a log showing the disposition of each complaint. Refer unresolved complaints, with recommendations, to the Project Manager.

Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties, shall maintain no direct action against Consultant, Consultant's officers, employees, affiliated corporations, and subcontractors for any claim arising out of, in connection with, or resulting from the engineering services performed. The District will be the only beneficiary of any undertaking by Consultant.

## **Section 21.0 Construction Cost Monitoring**

Proactively, Consultant shall monitor the construction cost and budget as construction proceeds forward, and as required incorporating approved changes to the Project as they occur. The Consultant shall advise the Project Manager in writing, with detailed breakdown of construction cost and budget, and advise the Project Manager whenever construction costs are expected to exceed the budget.

## **Section 22.0 Safety**

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 TO contract.

## **Section 23.0 As-Built Drawings and Specifications**

The Consultant shall, as directed by the Project Manager, save a pdf copy of the contract drawings, specification and DOEE Permit Drawings in DDOT Sharepoint Directory Under Phase 4- Construction marked as "19.10. As-Built Drawings". Consultant shall edit and mark the As-Built Drawings, Specification and DOEE Permit Drawings for all known deviations, changes, changes due to change orders, and other modifications as constructed by the Contractor using bluebeam or similar software on weekly basis. Upon completion of construction, Consultant shall complete the DOEE's "As-Built Certification by Professional Engineer" form on the "Stormwater Management Compliance Datasheet" and electronically sign and seal the as-built drawings and provide the Project Manager with electronic pdf file, certified and marked DOEE's as-built drawings, as applicable. The Consultant shall upload as-built drawings of all stormwater facilities to the District Department of Energy and Environment (DOEE) Surface and Groundwater System in compliance with DOEE permits, as applicable. The Consultant also shall convert as-built drawings to the GIS format as required by DDOT.

## **Section 24.0 Noise and Vibration Monitoring**

The Consultant team shall have experience and capability to conduct noise and vibration monitoring and produce detail noise and vibration reports as directed by the Project Manager.

## **Section 25.0 Final Inspection**

The Consultant shall convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the Engineer and the Contractor a copy of the punch list. Verify all items on the punch list are completed by the Contractor in accordance with the Contract documents. Provide the Engineer 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 Inspection and certification by the Consultant is for the purpose of providing the Project Manager & Engineer a greater degree of confidence that the completed construction work generally will conform to the construction documents and the integrity of the design intent as reflected in the construction documents has been implemented and preserved by the construction Contractor(s). Consultant neither guarantees the performance of the construction Contractor(s) nor assumes responsibility for construction Contractor's failure to perform work in accordance with the construction documents

## **Section 26.0 Final Reports**

The Consultant shall prepare all final reports required by DDOT including the final payment voucher, material certification and analysis of overrun and underrun of quantities. Analyze and report on the Contractor's time of completion and prepare any justifiable time extension or recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Provide to DDOT all project records in accordance with the DDOT standards and Consultant TO contract requirements. Return to the DDOT any original calculations, survey notes, engineering or other data provided by the DDOT. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Prepare and provide to DDOT all tracking and guarantee period records for installed plantings to include stormwater management or green infrastructure applications, trees, bushes, plants, seeding, sod, and other project specific vegetation. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this project execution shall be delivered to and become the property of the DDOT.

## **Section 27.0 Maintenance of Records**

The Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred during the performance of the work under this project, including all work performed during the preparation of proposals. Said materials shall be made available at the Consultant's office at all reasonable times during the period of this TO contract and for three years from the date of final payment for inspection and audit by authorized representatives of the District and Federal government. Copies of these materials shall be furnished upon request (both in hardcopy and electronic copy format).

## **Section 28.0 Equipment, Materials and Field Layout**

The Consultant shall be equipped to perform the day-to-day work as per the task order with proper equipment & materials including but not limited to:

- Laptop/Pad computers with all MS Office, Adobe Acrobat, Bluebeam, AASHTOWare field book, field manager and DDOT’s Standard IDR software applications and internet access;
- Cell phones with high resolution digital cameras;
- Concrete slump;
- Noise and Vibration detection equipment
- Temperature and air content equipment; and
- The consultant team is responsible for their transportation.

Verify the accuracy of the Contractor’s field measurements, locations of the sign structures, location of repair areas, size and location of the new traffic sign panels, locations of light fixtures in relation to the traffic lanes, vertical clearance and other field measurements as shown in the project contract documents.

Coordinate with the Contractor with respect to the measurements to be taken, as required by the Contract, for the purpose of determining quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with such work.

**6. PERIOD OF PERFORMANCE: 26 MONTHS FROM DATE OF AWARD**

**7. DELIVERABLES**

<b>SOW Reference</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date From Award</b>	<b>To Whom</b>
2	Organization Chart	Electronic	10 days	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8	Comments on proposed Contractor’s schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
9	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	Monthly	DDOT/ EOR
11	Letter	Electronic	Daily	DDOT
12	Daily log and weekly report	Electronic	Daily	DDOT
13	Recommendation letter	Electronic	Daily	DDOT
14	Survey report	Electronic and paper	Quarterly	DDOT/ EOR
15	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
16	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT

17	Change order documents	Electronic and Paper	45 days from initiation	DDOT
18	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
19	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
20	Over-run estimated cost report	Electronic	Quarterly	DDOT
22	Marked set of As-Built Drawings	Electronic and Paper	Quarterly	DDOT
23	Plantings Guarantee and Maintenance Summary	Electronic and Paper	At substantial completion	DDOT/ Contractor
24	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
25	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

## 8. INSTRUCTIONS TO OFFERORS

### 8.1 Submission Limitations

8.1.1 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.

8.1.2 SF 330, Section F, shall not exceed 7 roadway projects that are similar in scope and scale. Each project shall present the actual work details that were performed by key staff in the proposed team organization.

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

8.1.4 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [Paul.Tucker@dc.gov](mailto:Paul.Tucker@dc.gov), and [Carol.Hessler@dc.gov](mailto:Carol.Hessler@dc.gov). Inclusion of other materials by reference will not be considered.

### 8.2 Qualification Due Date

8.2.1 **Qualifications are due on or before May 24, 2024 at 2:00pm**

### 8.3 Organization and Content

8.3.1 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.

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

8.3.3 Provide qualifications and experience regarding implementing best practices and strategies for construction management services.

7.2.4 Present strategies in communicating with key stakeholders and public outreach plan;

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

8.3.6 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.

## **9. 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; (20 Points)
2. Specialized experience and technical competence in the type of work required; (40 Points)
3. Capacity to accomplish the work in the required time; (20 Points) and
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (20 Points)
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)

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

- District eVAL
- Past performance working on DDOT Project
- Publicly available information
- Past performance working DOT's projects

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

## **10. SCORING METHODOLOGY**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 8 in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

**a. Rating Scale**

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Proposer did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
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.

**11. CONTRACT ADMINISTRATOR (CA)**

Name: **TBD at Award**

All questions must be submitted via email to the Contracting Officer, Carol Hessler, at [Carol.Hessler@dc.gov](mailto:Carol.Hessler@dc.gov). **DDOT will not consider any questions received later than May 9<sup>th</sup>, 2024 at 5:00 PM EST.**

Sincerely,



Carol Hessler  
Contracting Officer