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: 11 October 2023

Category of Services: Category A – Roadway Design

Title: Request for Qualification ("RFQ") for the East Capitol Street Safety and Mobility Project – Phase 1

Solicitation No.: OCPTO230045

1 BACKGROUND

East Capitol Street is a principal arterial roadway located in Ward 7 in the District of Columbia. The East Capitol Street roadway consists of three lanes in each direction (Eastbound and Westbound), separated by a median. The corridor is used by vehicles, transit users, pedestrians, and bicyclists to access residences, schools, businesses and recreation centers.

Two Metrorail stations are located in close proximity to East Capitol Street including the Benning Road Metrorail Station and the Capitol Heights Metrorail Station. The Maya Angelou Public Charter School, the DC Scholars Public Charter School, the Carver Senior Apartments, the Benning Stoddert Recreation Center and the East Capitol Urban Farm are located along East Capitol Street.

The wider project corridor is East Capitol Street from Anacostia Road NE to Southern Avenue SE while the limit of work for Phase 1 is East Capitol Street from 41st Street NE to Division Avenue NE (as shown in Figure 1). The primary purpose of this project is to improve safety, mobility and accessibility for all users of East Capitol Street including but not limited to vehicular traffic, pedestrians, bicyclists and transit users.

The intersection of East Capitol Street and Benning Road is located within the limit of work for Phase 1. This intersection includes high commuter volumes, vehicular turning movements, the adjacent Benning Road Metrorail Station, closely adjacent intersections (Central Avenue NE and Texas Avenue SE), a wide median separating eastbound and westbound traffic, lengthy pedestrian crossing distances, and high pedestrian activity during morning and evening peak hours.

The East Capitol Street and Central Avenue intersection is located within the limit of work for Phase 1. This intersection includes vehicles speeding on Central Avenue NE and in the Central

Avenue SE slip lane, intersections with 49th Pl NE and 50th St NE and high pedestrian activity during morning peak hours. A primary aspect of this project is improving multimodal safety, mobility, accessibility and vehicular delay at these intersections.

This project also includes improving the roadway and infrastructure along the corridor. The safety, roadway and infrastructure work primarily consists of roadway design, multimodal design including bicycle lanes and bus stops, bus improvements, signing and pavement markings, traffic signals, street lighting / electrical, intelligent transportation systems (ITS) / communications, stormwater drainage, green infrastructure, landscaping and maintenance of traffic.

The project includes development of exhibits followed by intermediate design (65%), final design (100%), Plans Specifications and Estimate (PS&E) documents and bid documents.

Figure 1. Map Imagery of the East Capitol Street corridor from 41st Street NE to Division Avenue NE (Phase 1)

2 TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category A – Roadway Design in accordance with the provisions of the A/E contract. It is anticipated that one Specific Rates of Compensation TO will be awarded. The four firms are:

- Wallace Montgomery & Associates LLP
- ATCS PLC
- Volkert Engineering, PC.
- Sheladia Associates, Inc.

3 APPLICABLE DOCUMENTS

- DDOT Standard Specifications for Highways and Structures 2013 (or latest edition)
- DDOT Standard Drawings 2015 (or latest edition)
- DDOT Design and Engineering Manual 2019 (or latest edition)
- DDOT Green Infrastructure Standards 2014 (or latest edition)
- Manual on Uniform Traffic Control Devices 2009 (or latest edition)

- DDOT Construction Management Manual 2020 (or latest edition)
- DDOT ROW Policies and Procedures Manual 2019 (or latest edition)
- District Department of the Environment and the Environment (DOEE) Stormwater Management Guidebook 2020 (or latest edition)
- DOEE Standards and Specifications for Soil Erosion and Sediment Control 2017 (or latest edition)
- D.C. Water design manuals, construction standard details, Green Infrastructure Utility Protection Guidelines, and specifications
- AASHTO Manual on "A Policy on Geometric Design of Highways and Streets", 7th Edition, 2018 (or latest edition)
- NACTO, Urban Bikeway Design Guide, 2nd Edition, 2014 (or latest edition)
- DDOT Bicycle Facility Design Guide 2020 (or latest edition)
- DDOT Bike Parking Guide 2018 (or latest edition)
- DDOT P3 Street Lighting Technical Provisions (latest edition) (see link below)

https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DDOT_SmartStreetLightingProject_TechnicalProvisions_2022_0.pdf

- East Capitol Street 30% Plans (see link below)
- East Capitol Street 30% Traffic Analysis Report (see link below)
- East Capitol Street 30% Geotechnical Report (see link below)
- East Capitol Street 30% Public Presentation (see link below)
- East Capitol Street Safety Study (see link below)
- Far Northeast Livability Study (see link below)

East Capitol Street 30% Plans

4 DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 22% 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 SCOPE OF WORK ("SOW")

The project limit for Phase 1 is East Capitol Street from 41st Street NE to Division Avenue NE in Ward 7 in the District of Columbia. The design scope of work is outlined below.

5.1 Project Management

The Consultant shall maintain effective project management throughout the project duration including but not limited to the following:

5.1.1 Project Management Plan

The Consultant shall provide a Project Management Plan (PMP) containing a design schedule; detailed tasks and approaches to performing the required work; the management and communications strategy; and other PMP components as appropriate. The schedule shall estimate the time required to perform each task within the Period of Performance.

5.1.2 Risk Register

The Consultant shall develop, maintain and update a risk register throughout the project duration. The risk register shall include but is not limited to the following- identification of risks, likelihood, consequence, risk rating / level, status and mitigation measures. The Consultant shall refer to Section 3.2 Risk Management of the DEM for the development of the risk register.

5.1.3 Bi-weekly Progress Meetings

The Consultant shall conduct bi-weekly progress/coordination meetings with DDOT and other stakeholders, when applicable, to provide status updates and coordinate the work within this project. The Consultant shall document progress, key issues and action items during each bi-weekly meeting. Meeting agendas shall be provided in advance of the bi-weekly progress / coordination meetings. The consultant shall provide meeting minutes within three business days of the bi-weekly progress meetings for DDOT's review and concurrence.

5.1.4 Monthly Invoicing and Progress Reports

The Consultant shall provide a draft invoice for initial review by DDOT prior to formal submittal on a monthly basis. The formal invoice shall be submitted monthly in accordance with the latest District of Columbia and DDOT requirements. A monthly progress report shall accompany each invoice providing a list of completed activities and ongoing activities during the invoice period, a budget summary that includes the percentage of the budget utilized and the DBE percentages achieved.

5.1.5 Quality Assurance / Quality Control (QA/QC)

The Consultant shall implement and maintain effective QA / QC throughout the project duration. The Consultant shall refer to Section 3.3 QA / QC of the DEM for QA / QC requirements. The Consultant shall submit a quality assurance statement with each plan review submittal.

5.2 East Capitol Street 30% Design in 2021

The 30% design plans are provided at the link above in Section 3 of this document. Initially this project proceeded to 30% design in one phase from Anacostia Road to Southern Avenue.

The 30% design included over four miles of designated bike lanes including one mile of protected bike lanes, floating bus stops offset from the curb, curb extensions to enhance visibility, enhanced traffic signal timing for vehicles and pedestrians, high-visibility crosswalks, High-Intensity Activated crossWalK (HAWK) beacons, full time designated parking and safer geometric reconfigurations for the roadway.

The 30% submission included a traffic analysis report, geotechnical report, a drainage report, a stormwater management report and a construction cost estimate.

The Consultant shall identify opportunities to improve the 30% design in accordance with the objectives of this scope of work. The Consultant shall provide such recommendations for improvement to DDOT for review and approval prior to submission of the 65% design. Should the Consultant determine or identify that the 30% design or elements thereof, are not recommended for inclusion into the final design of this project, the Consultant shall provide a basis for this recommendation and obtain DDOT concurrence prior to submission of the 65% design.

5.2.1 East Capitol Street 30% Design – Traffic Analysis

A traffic analysis was undertaken with the 30% design of the entire corridor.

Following concurrence from DDOT, the Consultant shall update the traffic analysis with the most recent traffic and crash data and perform a traffic analysis for any areas along the corridor in which it is determined that the traffic analysis requires updates. This may include but is not limited to undertaking updated traffic and multimodal turning movement counts within the limits of this project and at key signalized and unsignalized intersections such as the East Capitol Street and Benning Road intersection.

The Consultant shall update the traffic analysis to account for the DC streetcar operational requirements and safety at the East Capitol Street and Benning Road intersection. The design for the Benning Road Bridges and Transportation Improvement project terminates at the East Capitol Street intersection. The Consultant shall update the traffic analysis within the limits of this project to account for the Benning Road project at this intersection.

Following concurrence from DDOT, the Consultant shall update the crash analysis. The crash analysis shall include a review of crash narratives as well an update of crash severity, crash type and the total number of crashes at each intersection and along this corridor.

Updates to the traffic and crash analysis and/or new traffic and crash analysis, shall be submitted in a traffic analysis report or as an amendment to the previous 30% traffic analysis report for DDOT's review. The traffic analysis shall be conducted in accordance with the DEM.

5.2.2 East Capitol Street 30% Design - Geotechnical Engineering Report

A geotechnical investigation was undertaken with the 30% design. The geotechnical investigation consisted of drilling 30 soil borings and performing 24 pavement cores. A geotechnical report was prepared with the results of the investigation. It is not anticipated that further borings and cores are necessary for the final design of Phase 1.

Infiltration tests for stormwater management design will be required for the final design of Phase 1.

5.2.3 East Capitol Street 30% Design – DDOT's Review Comments

DDOT conducted a review of the 30% design plans and produced comments. The majority of DDOT's comments from the 30% review have not been incorporated into the plans yet. The Consultant shall address DDOT's 30% comments in the 65% design submission along with providing updated responses to DDOT's 30% comments. The Consultant shall allow for meetings with DDOT to discuss the 30% comments and the Consultant's comment – responses prior to the 65% design submission.

5.2.4 East Capitol Street 30% Design – Utility and External Agency Comments

The Consultant shall distribute the 30% design plans for review to utility and external agencies including but not limited to- PEPCO, Verizon, Comcast, WGL, DC Water, DOEE, WMATA and RCN/Astound and obtain comments. The Consultant shall prepare comment – responses to utility and external agency comments and undertake comment – resolution prior to the 65% design submission.

5.3 Exhibits (Prior to 65% Design)

Prior to the 65% design submission, the Consultant shall develop up to three exhibits (in CAD and PDF format) which includes the East Capitol Street and Benning Road intersection and the East Capitol Street and Central Avenue intersection. The East Capitol Street and Benning Road intersection includes Central Avenue NE and Texas Avenue SE. The East Capitol Street and Central Avenue intersection includes 50th Street NE and 49th Place NE. The proposed design shall improve safety and operations for all users including pedestrians, bicyclists, drivers, bus, transit riders and the DC streetcar at these intersections.

The exhibits shall consist of, at a minimum, a pavement marking plan indicating the proposed layout of the intersections including travel lane widths, turn lanes, bicycle lanes, medians, crosswalks and bus stops.

The Consultant shall:

- Organize, prepare and participate in meetings and/or workshops with DDOT to discuss the proposed exhibits.
- Conduct traffic analysis, AutoTURN analysis and other work as necessary to develop the exhibits.

- Provide DDOT with a recommendation on the preferred exhibit.
- Incorporate DDOT's comments into the exhibit(s).
- Obtain DDOT concurrence on the preferred exhibit prior to the 65% submission.
- Develop an exhibit(s) of East Capitol Street from 41st St NE to Division Avenue NE should it be requested by DDOT.

5.4 65% - 100% Design, PS&E

The design of this project primarily includes but is not limited to the following:

- Safety, mobility and access improvements
- Multimodal roadway design
- Traffic signals
- Signing and pavement markings
- Bicycle lanes
- Transit improvements
- Street lighting / electrical
- ITS / Communications
- Stormwater drainage, green infrastructure and erosion and sediment control
- Landscaping
- Maintenance of Traffic
- Utility coordination, investigation and test pits

The 30% design included many of the design elements listed below. The exhibits, 65% - 100% design and PS&E shall continue to incorporate the design components and principals outlined below.

5.4.1 Roadway & Geometric Design

- Develop multimodal roadway design including horizontal alignment and vertical profiles. Compute sight distance and confirm sight distance requirements are met.
- Intersection design and ensure sight distance requirements at intersections are met.
- Design sidewalks and curb and gutter. Include trash receptacles in the design.
- Design curb extensions, pedestrian refuge islands and medians where applicable.
- Design shall comply with the Americans with Disabilities Act (ADA) standards for accessible design.

5.4.2 Safety Improvements / Vision Zero

- Improve safety for all users.
- Reduce conflicts between pedestrians, cyclists, drivers, bus and the DC streetcar.
- Reduce speeding, crash risk and vehicular delay.

- Improve pedestrian and bicyclist access as well as ADA accessibility to pedestrian crossings, passenger loading zones, sidewalks and transit.
- Shorten pedestrian crossing distances or simplify and improve pedestrian crossing activity at intersections.
- Enhance visibility at all approaches for all intersections.
- Implement traffic calming measures.
- Evaluate turning movements at intersections and appropriate countermeasures to improve safety.
- Evaluate the need for and add designated turn lanes at intersections as appropriate.
- Utilize HAWK signals and/or other signal devices.
- Utilize automated speed enforcement and red light cameras and implement if applicable.
- Upgrade signing and pavement markings including utilization of high-visibility crosswalk markings.
- Include speed limits signs and confirm posted speed limits are appropriate for the roadway classification, users and safety.
- Avoid and eliminate sight distance obstructions to signs, signals and pedestrians and cyclists crossing at intersections.
- Implement the safety improvements and countermeasures in the design plans.

5.4.3 Traffic Signal Improvements

The project limit for Phase 1 includes signalized and unsignalized intersections. The signalized intersections within the limit of work are:

1. Division Avenue NE
2. 50th Street NE which includes Central Avenue SE
3. 49th Street SE which includes Sycamore Road NE
4. Benning Road
5. 41st Street NE

The unsignalized intersections within the limit of work are:

1. Central Avenue
2. 49th Street NE and East Capitol Street NE
3. 47th Street SE and East Capitol Street SE
4. 47th Street NE and East Capitol Street NE
5. 46th Street SE and East Capitol Street SE
6. 42nd Street NE and East Capitol Street NE

The Consultant shall:

- Optimize signal timing to improve safety and efficiency for all users.
- Upgrade existing traffic signals, signal poles, traffic control cabinets and communication infrastructure.
- Add new traffic signals and accessible pedestrian crossing signals where applicable.
- Add safety countermeasures to signal infrastructure.
- Conduct a traffic signal warrant analysis for the unsignalized intersections where applicable. If a traffic signal is not warranted, design solutions to improve safety at the unsignalized intersections.
- Develop traffic signal plans, wiring diagrams, cable routing schematics, dial sheets and sequence of operation sheets.

5.4.4 Bicycle Lanes

- Design bicycle facilities along the corridor, which may include but is not limited to designated and protected bicycle lanes. Provide separation of bicycle facilities from vehicular traffic and pedestrian routes where possible.
- Implement designated and protected bicycle lanes.
- Utilize a shared-use pedestrian / bicycle path where space limitations exist or separation is not feasible.
- Bicycle access improvements.
- Incorporate short-term bike parking along the corridor as appropriate.

5.4.5 Transit (Buses)

- Convert existing bus stops to floating bus stops, shared bus/bike stops or bus islands where applicable. Floating bus stops, shared bus/bike stops and bus islands shall comply with ADA standards for accessible design.
- Consider the removal, merger or new placement of bus stops to improve transit service times and safety as needed. Such work shall be coordinated with DDOT and WMATA.
- Include bus shelters in the design if appropriate and in coordination with DDOT and WMATA.
- Utilize transit signal priority, queue jumps and other bus priority elements in the design as applicable and in coordination with DDOT and WMATA.
- Incorporate proposed bus pads / stops, the relocation or modification of existing bus pads / stops and bus transit improvements in the design.

5.4.6 Parking

As shown in the 30% plans:

- Maintain, add and reduce parking spaces where applicable.
- Convert time-restricted parking to full-time parking where applicable.

5.4.7 AutoTURN Analysis

- The Consultant shall conduct AutoTURN analysis for the proposed design including vehicle, bus, fire and emergency vehicle movements at specified locations and/or throughout the corridor.

5.4.8 Stormwater Drainage and Green Infrastructure

- Reduce spread on the roadway to within the allowable limits as specified in the DEM. The Consultant shall develop a design that complies with DDOT standards and the DEM in the 65% design and subsequent submissions.
- Upgrade the existing drainage system to current DDOT and DEM standards.
- Redesign the existing drainage system where the proposed improvements necessitate relocation, modification or abandonment of the existing drainage system.
- Proposed drainage infrastructure design and proposed green infrastructure design. Identify opportunities to increase pervious surfaces.
- Erosion and sediment control plans.

5.4.9 Landscape

- Develop proposed landscape plans including tree preservation while minimizing tree removal as well as identifying opportunities for new tree plantings.
- Develop proposed planting plans, soil plans and soil volume calculations.

5.4.10 Electrical / Street lighting

- For the existing streetlights on wood poles and non-DDOT street light poles, convert those lights to DDOT street light poles and continue the service underground.
- Upgrade the existing street lighting system and develop design plans including conduits, manholes, wires, poles and fixtures.
- Develop design plans including conduits, manholes, wires, poles and fixtures.
- Confirm that the proposed lighting is sufficient for the corridor as well as at intersections and pedestrian crossings.
- Develop streetlight / electrical design plans in accordance with the DEM, the DC Streetlight Policy and Design Guidelines and the DDOT Streetlight P3 Technical Provisions (A link to the P3 Technical Provisions are provided in Section 3 of this

document).

- Prepare the design and photometric calculations using the fixture specifications and the lighting control system approved for the P3 Streetlight Project; the specified correlated color temperature, maximum delivered lumens and lighting level requirement prescribed for the roadway segment. The proposed photometric calculations shall be used to create the streetlight plans.
- The Consultant is advised that as part of the P3 Streetlight Project, the P3 Developer will furnish (not install) the streetlight fixtures and provide the light controllers to the District. The P3 Developer has been scheduled to convert all existing DDOT streetlights to LED. The Consultant shall proactively coordinate with the DDOT Streetlight Division to update the project specifications.

5.4.11 ITS / Communications

- All communications along East Capitol Street shall include a DDOT owned underground conduit system. This conduit system may be part of a shared streetlight and ITS system.
- Include CCTV cameras, pole mounts, power supplies and associated cabling and accessories for a fully functioning camera system.
- Include port modular fiber termination enclosure boxes, ethernet over copper switch types and fiber patch cords.
- Prepare design plans for ITS technologies.
- If traffic controllers are upgraded and upon DDOT confirmation, prepare design for fiber optic cables.

5.4.12 Maintenance of Traffic (MOT)

- Develop MOT plans and a Transportation Management Plan (TMP) for this project. The plans shall include accommodations for all users including pedestrians, bicyclists, transit riders and drivers.

5.5 Environmental

The DC State Historic Preservation Office (DC SHPO) issued a Section 106 review form stating this project will have no adverse effect on historic properties and no further DC SHPO review or comment will be necessary.

A final draft categorical exclusion document (CE 1, Form I and II) was prepared at the 30% design. The Consultant will be provided with the final draft categorical exclusion document. It is anticipated that some work will be necessary to finalize / complete the categorical exclusion document. The Consultant shall undertake all work necessary to finalize the categorical exclusion document. This may include:

- Appending / replacing the existing traffic data with the latest traffic analysis

- Re-checking the document and updating the forms and attachments as necessary
- Consulting with DC SHPO

5.6 Public Involvement

A public involvement plan was prepared for this project at 30% design. The existing public involvement plan and stakeholder list will be provided to the Consultant. The Consultant shall prepare a new public involvement plan and update the stakeholder list for this project. The stakeholder distribution list shall include but is not limited to- Advisory Neighborhood Commissions (ANC), community representatives, councilmembers and community members. The stakeholder distribution list shall be updated as needed throughout the project.

The Consultant shall allow for a minimum of two public meetings in Phase 1. The meetings are intended to inform the public on the progress of the project, to present the design to the public and to obtain feedback from the public on the project. The public meetings referenced herein do not include meetings with ANCs, Advisory Councils and the Councilmember's office(s). The Consultant shall include the public meetings in the design schedule and submit a recommendation for the timing of the public meetings to DDOT for review and approval.

The Consultant shall prepare all the material necessary for the delivery of the public meetings. This includes but is not limited to- presentations, meeting notices, announcements, flyers, agenda, handouts, maps, graphic renderings, photos, graphs, visual media, reports, memorandums and plans. Following the public meeting, the Consultant shall prepare post-meeting summaries of the public meeting and submit them to DDOT for review and approval.

A website shall be developed and maintained for this project utilizing the ArcGIS Hub. Information regarding the ArcGIS Hub can be found at this link https://ddot-how-to-dcgis.hub.arcgis.com/. The Consultant shall prepare the website in advance of the first public meeting. The website may include information such as, but not limited to- project description, timeline, frequently asked questions, location map and contact information.

Following all public and stakeholder meetings, the Consultant shall prepare meeting summaries and submit to DDOT for review and approval.

5.6.1 Traffic Safety Input (TSI)

DDOT has received comments from the public regarding safety concerns and/or suggested safety improvements for the East Capitol Street corridor through the TSI program. The Consultant will be provided with the TSIs dated from January 1, 2022 through to the 65% design submission.

The Consultant shall review the TSIs received along the corridor to:

- Identify the comments, requests and/or concerns that will be addressed through this project.
- Provide recommendations to DDOT on whether the comments, requests and/or concerns can be incorporated into the design of this project.

- Upon DDOT confirmation, incorporate the comments, requests and/or concerns into the design when applicable.
- Provide responses to the TSIs.

5.7 Utility Coordination

The Consultant shall coordinate with all utility agencies and stakeholders for this project. This includes but is not limited to the following: PEPCO, Verizon, RCN/Astound, Comcast, Washington Gas, Lumen, DC NET, DC Water, WSSC, WMATA, NPS, SHPO, DC Department of Buildings (DOB) and DOEE.

The scope for utilities primarily includes but is not limited to:

- Obtain updated utility information such as as-built record drawings of existing utilities from all utility agencies.
- Coordinate with all utilities to verify if the proposed design conflicts with utilities. Conduct field verification of existing utilities utilizing test pits and other methods.
- Coordinate with all utilities to resolve conflicts between the proposed design and utilities. Develop solutions to resolve utility conflicts and conduct utility conflict resolution meetings with external agencies.
- Coordinate with all utility agencies, stakeholders and relevant external agencies to obtain utility clearance and/or release letters for the proposed design.
- Maintain a utility coordination log throughout the duration of the project. The utility coordination log may include but is not limited to- list of utility agencies with utilities within the project limits, dates of correspondence with utilities, date of design submissions to utilities, status of utility coordination and status of utility clearance letters.
- Prepare meeting summaries and/or meeting minutes of the utility coordination meetings.

5.8 Right – Of – Way (ROW)

DDOT plans to design and construct this project entirely within DDOT's existing ROW; however there are three areas of potential impact.

The first two potential impacts are the existing curb cuts along East Capitol Street near the intersection with Benning Road. These two curb cuts were proposed to be closed in the 30% design. In accordance with the DDOT ROW Policies and Procedures Manual, curb cut closures are to be treated as acquisitions if a permit cannot be located to rescind it.

The third potential impact is a parcel (Reservation 669) located at the intersection of East Capitol Street and Central Avenue SE which is owned by the United States under the jurisdiction of the National Park Service (NPS).

In the event that an acquisition, transfer of jurisdiction (TOJ) and/or special use permit (SUP) is necessary and upon DDOT confirmation, the Consultant shall provide services to perform all the work necessary to facilitate the acquisition, TOJ and/or SUP for this project. The services for the potential impacts include but are not limited to title, appraisal, appraisal review, surveying, plats, metes and bounds and the SUP.

5.9 Permits

The Consultant shall coordinate and obtain all permits necessary for the approval of the final design and for the project to proceed to the construction phase. This includes but is not limited to obtaining permits from DOEE and the DOB prior to completion of the design project.

5.10 Design Waivers

Should the Consultant identify that design waiver(s) may or will be required, the Consultant shall notify DDOT at the earliest phases of the design. The Consultant shall prepare all necessary documents for the design waiver(s) and their approval, should it be required.

5.11 Design Deliverables

Prior to submission of the 65% plans to DDOT, the Consultant shall complete the exhibits and the work associated with the exhibits as specified in Section 5.3 of this scope of work. Following DDOT concurrence on the recommended exhibit, the project proceeds to 65% design.

The plans and associated documents shall be submitted in accordance with the DEM and at each of the following phases for DDOT's review and approval:

- Intermediate Design – 65%
- Final Design – 100%
- Plans, Specifications and Estimates (PS&E)
- Bid Documents

The Consultant shall perform all the tasks necessary to deliver the above submissions in accordance with DDOT standards and the DEM.

6 KEY PERSONNEL

The Consultant shall provide the following key personnel:

1. Project Manager: The project manager shall have a minimum of 12 years of experience on design projects of a similar scope, size, and complexity. The Project Manager shall be a registered Professional Engineer in the District of Columbia.

2. Lead Roadway Civil Engineer: The lead roadway civil engineer shall have a minimum of 7 years of experience on design projects of a similar scope, size and complexity. The lead roadway civil engineer shall be experienced in final design, roadway geometry, horizontal alignments and vertical profiles for roadways.

3. Lead Multimodal Safety Engineer: The lead multimodal safety engineer shall have a minimum of 7 years of experience on design projects of a similar scope, size, and complexity. The lead multimodal safety engineer shall be experienced in final design and in developing safety improvements for multimodal roadways.

4. Lead Stormwater Engineer: The lead stormwater engineer shall have a minimum of 7 years of experience on design projects of a similar scope, size, and complexity. The lead stormwater engineer shall be experienced in roadway drainage, drainage area delineation, spread analysis, drainage design solutions to reduce spread and green infrastructure design.

5. Lead Utility Engineer: The lead utility engineer shall have a minimum of 6 years of experience on design projects of a similar scope, size and complexity. The lead utility engineer shall be experienced in utility conflict resolution, correspondence with utility agencies and obtaining utility clearances from external agencies. The lead utility engineer and lead stormwater engineer can be the same engineer if the engineer meets the requirements of both.

6. Lead Public Involvement Professional: The lead public involvement professional shall have a minimum of 6 years of experience on design projects of a similar scope, size, and complexity. The lead public involvement professional shall be experienced in conducting public meetings with community members and the public.

7 PERIOD OF PERFORMANCE

The period of performance to complete all base period services is 12 months from task order award which is the NTP. The base period services are defined as:

- All work necessary to complete the exhibits, 65%, 100%, PS&E and Bid Documents for East Capitol Street from 41st Street to Division Avenue NE (referred to as East Capitol Street Phase 1).

The option period is contingent upon (including but not limited to) satisfactory performance of the base period services and availability of funding. The option 1 period services are defined as:

- All work necessary to complete the exhibits, 65%, 100%, PS&E and Bid Documents for East Capitol Street from Division Avenue NE to Southern Avenue (referred to as East Capitol Street Phase 2).

- The period of performance to complete all option 1 period services is 11 months from DDOT written approval to proceed. The Consultant shall obtain DDOT written approval prior to proceeding with any work in the option 1 period.

Option period #2 is contingent upon (including but not limited to) satisfactory performance of the base period services and the option 1 period services and availability of funding. The option 2 period services are defined as:

- All work necessary to complete the exhibits, 65%, 100%, PS&E and Bid Documents for East Capitol Street from Anacostia Road to 41st Street (referred to as East Capitol Street Phase 3).

- The period of performance to complete all option 2 period services is 9 months from DDOT written approval to proceed. The Consultant shall obtain DDOT written approval prior to proceeding with any work in the option 2 period.

8 DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	To Whom
5.1.1	Project Management Plan & Schedule	Electronic and Hard Copy	DDOT
5.1.2	Risk Register	Electronic and Hard Copy	DDOT
5.1.3	Meeting Minutes	Electronic and Hard Copy	DDOT
5.1.4	Monthly Invoices and Progress Reports	Electronic and Hard Copy	DDOT
5.1.5	QA / QC	Electronic and Hard Copy	DDOT
5.2.1	Traffic / Crash Analysis and Report	Electronic and Hard Copy	DDOT
5.2.2	Geotechnical Investigation and Report	Electronic and Hard Copy	DDOT
5.2.3	Responses to DDOT's 30% comments	Electronic and Hard Copy	DDOT
5.2.4	Responses to Utility & External Agency 30% comments	Electronic and Hard Copy	DDOT & External Agencies
5.3	Exhibits	Electronic and Hard Copy	DDOT
5.4, 5.11	65% Design Submission	Electronic and Hard Copy	DDOT & External Agencies
5.4, 5.11	100% Design Submission	Electronic and Hard Copy	DDOT & External Agencies
5.4, 5.11	PS&E Submission	Electronic and Hard Copy	DDOT & External Agencies
5.11	Bid Documents	Electronic and Hard Copy	DDOT
5.6	Public Involvement Plan	Electronic and Hard Copy	DDOT

5.6	Public materials & Public Meetings	Electronic and Hard Copy	DDOT
5.6.1	Responses to Traffic Safety Inputs	Electronic and Hard Copy	DDOT
5.5	Environmental Categorical Exclusion	Electronic and Hard Copy	DDOT
5.7	Utility Coordination Log	Electronic	DDOT
5.7	Utility Clearance Letters	Electronic and Hard Copy	DDOT
5.8	ROW – acquisition and/or TOJ and/or SUP	Electronic and Hard Copy	DDOT
5.9	Permits	Electronic and Hard Copy	DDOT
5.10	Design Waivers	Electronic and Hard Copy	DDOT

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 November 13, 2023.

10.1.5 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to jared.terrill@dc.gov and carol.hessler@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 for multimodal roadway design and multimodal safety improvements including vehicles, buses, transit users, bicyclists and pedestrians.

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:
   - Multimodal roadway design inclusive of vehicles, transit users, bicyclists and pedestrians
   - Multimodal safety improvements for roadways and intersections
   - Design of roads, intersections and infrastructure
   - Stormwater drainage design solutions to reduce spread on roadways
   - Public involvement and communication with a variety of stakeholders

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 additional 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.

12 RECEIPT OF QUALIFICATIONS

All questions must be submitted via email to the Contracting Officer, Carol Hessler, at carol.hessler@dc.gov and Jared Terrill at jared.terrill@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,

Carol Hessler

Carol Hessler
Contracting Officer