

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: November 28, 2023

Category of Services: Category E - **Traffic
Engineering Services**

Title: Request for Qualifications (RFQ) for the
Neighborhood Livability Study Support

BACKGROUND

The District Department of Transportation (DDOT/PSD) is soliciting Request for Qualifications and work experience as specified in the attached documents for Bicycle & Pedestrian Studies, Planning and Design in support of the Neighborhood Safety and Mobility Study (NSAMS) program in the District of Columbia. Neighborhood Safety and Mobility Studies evaluate neighborhood-scale transportation needs and identify quickly implementable recommendations to rapidly improve safety, connectivity, and accessibility. Often relying on tactical materials such as pavement markings, flexposts and limited concrete work to more quickly deliver proven safety improvements, these types of projects are meant to respond to immediate needs and can also test solutions for future capital construction projects. This approach supports DDOT’s mission to be accountable and provide safe infrastructure for all roadway users.

1. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category E – Traffic Engineering Services in accordance with the provisions of the A/E contract. One specific rate of compensation TO award is anticipated. The three firms are:

- ATCS PLC
- Brudis & Associates
- Dewberry

2. ATTACHMENTS INCORPORATED BY REFERENCE

All design work will comply with current design practices and code requirements of the District of Columbia, Department of Transportation (“DDOT”), as well as the following:

- DDOT Design and Engineering Manual, (2019)
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL.PDF
- DDOT Bicycle Facility Design Guide, (2020)
- DDOT Standard Drawings, (2015) https://d92016.eos-intl.net/eLibSQL14_D92016_Documents/396815346-Standard-Drawings-2015-Full-Doc.pdf
- DDOT Standard Specifications for Highways and Structures,
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf
- DDOT Environmental Policy and Process Manual,
[https://ddotwiki.atlassian.net/wiki/download/attachments/2069271070/Environmental%20Manual%20-%20Second%20Edition%20-%202012%20\(1\)%20\(2\).pdf?version=1&modificationDate=1697122514983&cacheVersion=1&api=v2](https://ddotwiki.atlassian.net/wiki/download/attachments/2069271070/Environmental%20Manual%20-%20Second%20Edition%20-%202012%20(1)%20(2).pdf?version=1&modificationDate=1697122514983&cacheVersion=1&api=v2)
- NACTO Urban Bikeway Design Guide, <https://nacto.org/publication/urban-bikeway-design-guide/>
- AASHTO Guide for the Development of Bicycle Facilities, (2012) https://nacto.org/wp-content/uploads/2015/04/AASHTO_Bicycle-Facilities-Guide_2012-toc.pdf
- DDOT Public Realm Design Manual – March 2019,
<https://ddot.dc.gov/PublicRealmDesignManual>
- DOEE, Standards and Specifications for Soil Erosion and Sediment Control (current version) – September 2017,
https://doee.dc.gov/sites/default/files/dc/sites/ddoe/release_content/attachments/2017%20DC%20ESC%20Specifications%20Manual_08_2017.pdf
- DDOT Vision Zero Action Plan – Latest Edition, <https://visionzero.dc.gov/>
- DDOT Bus Priority Tool Box,
<https://dcgis.maps.arcgis.com/sharing/rest/content/items/27600dd6e31947c5af51ae02eba4f51b/data>
- DDOT Curbside Management Study – <https://www.parkdc.com/pages/resources>
- DDOT Arts in the Right-of-Way Program Guidelines – <https://publicspace-activation.ddot.dc.gov/pages/arow>
- Relevant Streetscape Guidelines – <https://planning.dc.gov/streetscape-design-guidelines>
- DDOT Branding Guidelines - <https://sites.google.com/a/dc.gov/ddot->

3. TASK ORDER SPECIAL PROVISIONS

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

OPTION TO EXTEND THE TERM OF THE CONTRACT

- 3.1. The District may extend the term of this contract for a base period of one year plus four 12 month option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the 30 day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 3.2. If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 3.3. Period of Performance: The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.
- 3.4. DDOT will review the required deliverables at each design milestone as outlined in section 6-12 (“Scope of Work”) to determine if each option exercise is in the best interest of the District.

4. SUBCONTRACTING REQUIREMENTS

A. Mandatory Subcontracting Requirements

- 4.1. For all contracts in excess of \$250,000 at least 35% of the dollar volume of the Contract shall be subcontracted to qualified small business enterprises (SBEs).
- 4.2. If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), the Contractor may satisfy the requirement by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- 4.3. A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections

(a)(1) and (a)(2) of this clause.

4.4. Except as provided in (a) (5) and (a)(7), a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

4.5. If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

4.6. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

4.7. A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

5. PROJECT OVERVIEW

Neighborhood Safety and Mobility Studies (NSAMS) evaluate the neighborhood-scale transportation network and identify quickly implementable recommendations to rapidly improve safety, connectivity, and accessibility. Recommendations often rely on tactical materials such as pavement markings, flexposts and limited concrete work to respond to immediate needs and can also test solutions for future capital construction projects. Recommendations focus on a multimodal network of neighborhood streets, which are defined here as Local, Collector, and Minor Arterial streets. This approach supports DDOT's mission to be accountable and provide safe infrastructure for all roadway users.

The Neighborhood Safety and Mobility Study concept is an evolution of the "*Livability Study Program*," which DDOT retired in 2020. This evolution represents DDOT's refocused effort on identifying neighborhood-scale transportation improvements with a focus on rapid implementation.

DDOT is developing the Neighborhood Safety and Mobility Study program (“NSAMS” or “the Program”) to address neighborhood transportation safety with a systematic approach. DDOT is soliciting a consultant (“the Consultant”) to provide DDOT with support services related to Program initiation and project planning and design.

5.1. KEY PERSONNEL

Essential key staff needed for this project shall include but not be limited to:

- **Principal-in-Charge (PIC)** - The PIC shall have a minimum of 15 years’ experience in Urban Transportation Planning experience; and
Have an AICP (American Institute of Certified Planners); and
Have experience conducting and managing the types of projects required in this solicitation and;
The PIC will provide direction and oversight to the Consultant team. The PIC will be expected to possess the following qualifications:
Strong and effective management skills capable of providing overall direction, coordination and accomplishment of contractual functions and requirements on the procurement of design services and;
 - Knowledge of related engineering fields, including traffic, stormwater, utilities, and multi-modal transportation project delivery to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration.
- **Project Manager** - The Project Manager shall be responsible for management and delivery of individual Neighborhood Safety and Mobility Studies. The Project Manager shall be responsible for ensuring that personnel and other resources are made available to respond to Neighborhood Safety Mobility Study needs.
The Project Manager shall possess the following qualifications and abilities.
minimum 15 years of Urban Transportation Planning experience; and
have an AICP:
 -
 - Demonstrated knowledge of design principles of urban streetscape projects; and
 - Ability to interpret engineering drawings and specifications, and to coordinate them with all levels of reviewers; and
 - Knowledge of related engineering fields, including traffic, stormwater, and utilities, to ensure that areas of overlapping responsibilities between technical disciplines receive proper consideration.

- **Transportation Planner** - This individual shall have a minimum of 7 years' experience conducting projects that have pedestrian and bicycle infrastructure and safety components and development of projects to the conceptual level within an urban environment.
- **Traffic Engineer/Design Lead** – This individual shall have a minimum of 7 years' experience conducting multimodal transportation projects that include pedestrian and bicycle infrastructure, multimodal transportation safety, traffic signal modification, and development of projects to the conceptual level; and

The Traffic Engineer shall be a licensed PE in Civil Engineering in the District of Columbia at the time of the offeror's submission of qualifications.

Civil Engineer - This individual shall have a minimum of 7 years' experience conducting multimodal corridor projects at the planning/conceptual level and the ability to work on stormwater requirements; and shall be a licensed PE in Civil Engineering in the District of Columbia at the time of the offeror's submission of qualifications.

- **CAD Technician** - The CAD/Microstation technician shall have a minimum of 3 years' experience with tactical designs and more robust designs that incorporate stormwater and utilities in an urban context.
- **Remix Technician** – The Remix Technician shall have a minimum of 1 year experience with utilizing Remix Streets to develop dimensioned concept plans. The Remix Technician position may overlap with other Key Personnel positions.
- **Graphics Specialist** -This individual shall have minimum 5 years' experience working on public outreach materials using Adobe InDesign software. The specialist shall have experience working on designs for transportation projects and the ability to clearly visualize transportation related concepts in both static and dynamic formats.
- **Public Engagement Specialist** - This individual shall have minimum 5 years' experience working on public engagement for public sector projects.
- **GIS Analyst** – This individual shall have minimum 5 years' experience working with ArcGIS and creating public facing maps and graphics interpreting complex information. This shall include StoryMaps or other similar story telling element withing ArcGIS.

6.0 NEIGHBORHOOD SAFETY AND MOBILITY STUDY PROGRAM BUILDING

The consultant shall assist DDOT with developing various standard operating procedures, tracking documents, and guiding documents to assist in building the program.

6.1.1. PROJECT MANAGEMENT

The Consultant shall develop a Project Management Plan (PMP) inclusive of a refined scope of work, project schedule, risk management plan and other plan elements as identified by DDOT

staff during the kick-off meeting. The Consultant shall be expected to prepare for and attend one kick-off meeting, bi-weekly in-person and/or teleconference meetings and provide summary notes and action items after each meeting. This task includes routine teleconferences, monthly progress reports and preparation of project invoices.

6.1.2. NSAMS PROGRAM KICK-OFF MEETING

The PIC shall prepare for and attend a kick-off meeting to initiate this task. Key personnel for the study PIC, Project Managers, Traffic Engineers, Planner, and Public Engagement Specialist, and DDOT will be introduced, and communication protocols established. The contents of the Draft PMP will be discussed and modified with the consultant team.

DELIVERABLES

- Attendance at Kick-Off Meeting and provide Meeting Summary.

6.1.3. PROJECT MANAGEMENT PLAN (PMP)

Prior to the kick-off meeting DDOT shall provide inputs for the PMP that will need to be incorporated by the Consultant to the draft PMP (including significant milestones required for successful performance), detailed tasks and approaches to performing the required work, a management and communications strategy, and other PMP components as appropriate. The PMP shall be a “living document” and the PIC and PM shall be responsible for coordinating with DDOT any updates to the document should major changes to the project occur.

DELIVERABLES

- Edit and improve the Draft and Final PMP- inclusive of schedule, scope of services/tasks/work breakdown structure, task approach, management and organization plan, communication plan and protocols, risk management plan and other elements, as requested by DDOT.

6.1.4. BIWEEKLY COORDINATION MEETINGS OR CALLS WITH DDOT PROJECT MANAGER

Participate in biweekly project check-ins with DDOT Project Manager to provide updates and coordinate efforts.

DELIVERABLES

- Coordination of and attendance at bi-weekly Coordination Meetings and Meeting Summaries.

6.1.5. INVOICES AND PROGRESS REPORTS

The Consultant shall develop comprehensive monthly invoices that include the work of the Prime Consultant and all subconsultants (if applicable) during the preceding month. The invoice shall include all certifications by the Prime and any subconsultants, receipts for direct costs, excel spreadsheets with no locked cells showing formulas, and calculations of any CBE monthly expenditures. The Consultant will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Consultant/Subconsultant and by Task/Subtasks. The Technical Consultant shall ensure that all subconsultant activity is included in monthly invoices.

DELIVERABLES

- Invoices and Progress Reports

6.2.1. PROGRAM BRANDING AND TEMPLATE DEVELOPMENT

The Consultant shall work with DDOT to develop program branding and a package of templates to assist DDOT with public engagement, study implementation, and recommendation development and implementation.

The Consultant shall develop cut-sheet design templates for both internal and public-facing uses. The internal templates need to include information relevant to passing off the design to the next phase of design including, but not limited to, relevant public comments/ANC resolutions, and historic preservation. The cut-sheet should align with fields in the excel project tracking sheet.

The public-facing cut sheet should include information on elements from the location prioritization list (ie crash pattern and/or resident request) and next steps.

The graphic support should also include the creation of existing conditions and data collection maps for the entire District. The map templates should be designed so that DDOT staff can crop the maps to the study area size. All templates shall be formatted by the Graphics Designer in a manner suitable for external audiences. Files shall be shared both as pdfs and working InDesign files.

DELIVERABLES

- Create draft and final branding materials including a logo and scalable letterhead that is compliant with DDOT Branding Guidelines. Assume 4 iterations of these materials;
- Create draft and final digital flyers templates, social media templates (static and dynamic), and postcard mailers that can easily be modified with DDOT's Adobe Creative Suite programs;

- Create draft and final map templates to be created under section 6.1.6 that can easily be modified with DDOT’s Adobe Creative Suite programs and ArcGIS;
- Create cut sheet templates in InDesign for immediate, short, and medium-term recommendations for public and internal audiences (see Cut Sheet attachment);
- Create public-facing final report design template in InDesign. This shall include an overview of the study area, selected intersections, and summary of the recommendations. The report is intended to be graphics heavy and posted to the website as a pdf.
- Prepare recommendation tracking excel template that includes fields identified in task 6.1.7.

6.2.2. STUDY AREA SELECTION

DDOT has developed a needs-based scoring of the ANC Study Areas to create a schedule for NSAMS. The Consultant shall review DDOT’s analysis and scoring and perform any necessary supplemental analysis to confirm or augment DDOT’s scoring and schedule. The Consultant shall create a public-facing summary document describing the prioritization process, which should also include several area-based maps as outlined in the deliverable section.

DELIVERABLES

- Public-facing summary document describing the ANC Study Areas prioritization process with map or the prioritized study areas; and
- Internal documentation of the location selection prioritization.

6.2.3. RECOMMENDATION LOCATION SELECTION

Data collection and public input will drive which locations within each study area are evaluated for recommendations. The Consultant shall be expected to collect data needed to identify challenges in the study area and analyze localized, context-sensitive treatments to address these challenges. The data will be presented and analyzed in consideration of the citywide transportation network and goals. Existing conditions data will identify the current configurations and allocations of the right-of-way for the variety of multimodal users – in both narrative and graphic form – to enable data-driven discussions and recommendations.

DDOT has a prioritization table that reviews crash patterns, resident requests, crash risk, and geographic location (see [Near Northwest III Safety and Mobility Study Final Report](#) pg 32). The Consultant shall review and enhance the prioritization table to include a methodology for incorporating Traffic Safety Input requests, so it is compatible with the immediate-term, short-term, and medium-term planning schematic. It should include a new prioritization table for identifying and selecting medium-term recommendation locations.

The Consultant shall create both an internal and public-facing summary document of the prioritization process. The internal facing document shall include an excel prioritization tool with formulas and calculations. A draft and final technical memo detailing an explanation of why specific decision weights were selected shall also be developed. The public facing document should be appropriate for sharing on the ESRI Hub website and include visual diagrams and infographics with minimal text.

DDOT shall provide available GIS data and the Consultant shall be responsible for identifying past planning studies or projects. The Consultant shall be responsible for creating maps for the entire District and formatting the data into a public facing combination of maps and tables templates for each study. This shall be a StoryMap that lives on the ESRI HUB project website.

DELIVERABLES

- Map Templates (both GIS Citywide Maps and InDesign). The citywide maps shall have all of the data and can be clipped to the ANC Study Area level for each study. Maps include, but not limited to:
 - Overall Study Area
 - Commute to Work
 - DDOT Projects in the Study Area (past and present)
 - New or proposed Developments
 - MoveDC Summary
 - Major Destinations
 - Roadway Classification
 - Traffic Volume
 - Existing and planned Transit Network
 - Existing and planned Bicycle Network
 - Bicycle Level of Traffic Stress
 - Crash History (which can be found through DDOT's Traffic Analysis Reporting and Accident System (TARAS) and requested through DDOT)
- Public-facing StoryMap combination of maps and tables on the ESRI HUB project website demonstrating the process for selecting intersections for recommendations;
- Prioritization tool with formulas and calculations in Excel;
- Draft and final technical memo explaining the prioritization approach; and
- Public-facing, graphics-heavy summary document of the prioritization approach.

6.2.4. TOOLBOX REFINEMENT AND APPLICABILITY CRITERIA

The key element of NSAMS is quick implementation which requires public education on safety treatments and countermeasures. DDOT has an existing tactical toolbox (page 19-27 of the Near Northwest III Safety and Mobility [Final Report](#)) but would like to expand the toolbox to include neighborhood bikeways, contra-flow bikelanes, chicanes, diverters and one-way travel flow/circulation changes. The Consultant shall review the existing toolbox and suggest additional

tools. The toolbox should include public-facing graphics (static and dynamic) of the tools and a brief explanation of their purpose and when they can be used. DDOT has static graphics for the existing toolbox, which the Consultant should mimic.

The Consultant shall also provide an internal document describing the applicability criteria required to deploy these tools. Specifically, all recommendations will need to go through a preliminary screening process for:

- **Feasibility:** Can this recommendation be completed within the timeframe identified?
- **Historic Preservation:** Is this recommendation fully within DDOT's Section 106 Programmatic Agreement? If not, this recommendation should have an initial review by SHPO prior to moving forward with the design.
- **Auto-turn:** All design recommendations will require auto-turn analysis to ensure larger trucks (buses or trucks) can make the allowed movements.
- **Community Input:** Is there community support for the design?
- **Safety:** Does the design address the identified safety concerns at the location?
- **NOI:** Does the design require a Notice of Intent (NOI) prior to construction?

DELIVERABLES

- An expanded toolbox, including infographics for publication on the program's ESRI HUB website explaining each tool; and
- An internal document that identifies applicability criteria for the proposed tools to determine when specific tools should be considered based on best practices and previous DDOT project experience;

6.2.5. NSAMS RECOMENDATION DEVELOPMENT PROCESS

In consultation with DDOT, the Consultant shall establish a standard process to determine which tools are applied to specific recommendation locations based on specific geometric conditions or safety needs. This shall be a data driven approach that utilizes the toolbox applicability criteria (6.1.7) in combination with an internal review process. The review process shall identify which DDOT groups shall review the proposed recommendations and identify what assessment is needed from each group. For example, DDOT's Transit Delivery Division shall review all recommendations for bus stop access and bus routing.

The standard process for tool application and internal review process shall include graphic flow charts and/or checklists that can be incorporated into the screening process spreadsheet to document review milestones, roles, and responsibilities.

DELIVERABLES

- Graphic flow chart and/or checklists for determining which tools shall be applied to specific geometric conditions or safety needs; and

- Graphic flow chart and/or checklists for determining which DDOT groups need to review recommendations and what specifically what they are assessing.

6.2.6. DESIGN DEVELOPMENT PROCESS

DDOT uses a combination of MicroStation, InDesign, and Remix platforms to create designs for immediate-term, short-term, and medium-term recommendations. For all recommendations, DDOT anticipates using MicroStation as an initial screen to confirm recommendations meet truck turning maneuvers. Next, immediate- and short-term recommendations shall be designed in InDesign with a satellite image background or MicroStation using a GIS basefile. Medium-term recommendations are expected to be developed in Remix.

The Consultant shall develop an SOP for DDOT staff to create designs in three design programs that includes selecting the design tool, step by step design instructions, directions for formatting the designs within the cut sheet template, required inputs, and other relevant technical information.

DELIVERABLES

- SOP for creating designs in MicroStation, InDesign, and Remix.

6.2.7. INTERNAL TRACKING

An internal hand-off package must be prepared in order to pass-off recommendations for implementation or further design. The Consultant shall develop a decision memo and spreadsheet to document the decision making process and articulate follow-up actions required to deliver recommendations. The spreadsheet should include information for each recommendation as well as general, follow-up items for an entire study. It shall be used for project tracking so should function as a standalone, living document that contains all relevant information needed at each step in order to construct the recommendation. The spreadsheet may include time stamps for follow-up meetings, such as design review meetings at 30% design, and similar relevant milestones for implementation. It should also include which DDOT division or branch is responsible for each task. The excel sheet should include the following at a minimum:

- **DDOT Team Members** – TESD and PSD project managers
- **Historic Preservation:** Is this recommendation fully within DDOT’s Section 106 Programmatic Agreement? If not, this recommendation should have an initial review by SHPO prior to moving forward with the design.
- **Auto-turn:** All design recommendations shall require auto-turn analysis to ensure larger trucks (buses or trucks) can make the allowed movements.
- **Community Input:** Is there community support for the design? Are there any specific community comments that shall be flagged? Is there an ANC resolution?
- **Safety:** Identify the safety concern

- **NOI:** Does the design require a Notice of Intent (NOI) prior to construction.

The decision memo should include the following sections:

- Study Area
- Objectives of the Study
- Parking Impacts
- What intersections were selected for recommendations?
- What recommendations were chosen?
- What are the next steps for implementing those recommendations?
- A high level summary of public outreach
 - Include meeting summary elements that informed recommendations or recommendation locations.

DELIVERABLES

- Spreadsheet in Excel
- Decision memo for internal hand-off

6.2.8. STANDARD OPERATING PROCEDURES MANUAL

The Consultant shall develop an SOP that serves as a standalone document that provides sufficient direction to carry out an NSAMS, including requires steps, role and responsibilities, and necessary resources. The Consultant shall develop a draft and final SOP that incorporates the methodology and templates created as part of this task.

DELIVERABLES

- A draft SOP that includes text and supportive graphics that cover the following topics at a minimum: project management, public outreach, public meetings, internal meetings and coordination, public notification and communication, plan review, existing conditions, data collection, draft recommendations development, screening of draft recommendations, final recommendations, and recommendation implementation and handoff.
- A final SOP which shall be completed after the first Study (Section 7.0).

7.0. NEIGHBORHOOD SAFETY AND MOBILITY STUDIES

The Consultant shall assist DDOT with the administration of up to three (3) Neighborhood Safety and Mobility Studies a year, with up to 23 recommendations in each study. Each study is expected to take six (6) months and shall be awarded via Task Order. There shall be one (1) consultant PM and one (1) DDOT PM per study. The Consultant PM shall manage the consultant project team for the identified study. This includes attending team meetings, managing the study's Project Management Plan (PMP), and coordinating design recommendations and revisions.

Each study shall consider the following:

- Review the existing conditions of each study area for safety opportunities;
- Refer to previous and ongoing DDOT studies and plans, including but not limited to: Mayor Bowser's Vision Zero Action Plan, moveDC, the District of Columbia Strategic Highway Safety Plan, the District's Freight Plan, etc.;
- Review and coordinate with recent and ongoing DDOT requests, improvements, and projects such as and not limited to DDOT ongoing neighborhood studies, past and current TSI requests and recommendations, DC311 traffic and safety requests, DC Metropolitan Police Department (MPD) crash data, etc;
- Evaluate the existing conditions of multimodal traffic flows throughout each study area;

Each study shall identify small-scale (herein defined as a single intersection or approximately one (1) to three (3) block long corridors) transportation recommendations that can be implemented rapidly, including recommendations that can be completed within the following horizons from the completion of the study:

- **Immediate-term Designs (12 months):** Up to five (5) low-cost safety and traffic management recommendations to be implemented within one year of the study. The consultant shall work with DDOT staff and available DDOT programs to create 100% designs. These designs should be created in Microstation using a GIS basefile. The designs should consist only of tactical materials within DDOT's asset inventory.
- **Short-term Designs (1-3 years):** Ten (10) to 15 recommendations that can be executed within three (3) years through existing DDOT contracts and do not require a dedicated capital funding request or environmental clearance beyond a Categorical Exclusion I (CE-I). Some of these recommendations will be designed only of tactical materials, but some will include more permanent infrastructure. The consultant shall utilize design cutsheet templates created through the NSAMS Program development process. Short-term designs must be able to be completed within 1-3 years.
- **Medium-term Planning (3-5 years):** If appropriate, to be determined during the study, up to three (3) medium-term recommendations can be included as recommendations. These will require additional work including traffic analysis, but should fit within an existing DDOT capital construction program (i.e. does not require a standalone capital budget line item).

DDOT will lead the study using the program steps and templates from the NSAMS Program Building with Consultant support. For the purposes of this SOW, the Consultant will assist with every step outlined in the Project Management Plan from NSAMS Program Building and should be prepared to create up to 23 of the 23 designs.

7.1. PROJECT MANAGEMENT

7.1.1. KICK-OFF (KO) MEETING

The PM shall prepare for and attend a kick-off meeting to initiate each Study. Key personnel for the study including the PIC, Project Manager, Traffic Engineer, and DDOT will be introduced, and communication protocols established. The contents of the Draft Project Management Plan (PMP), including the Work Plan and Schedule, and the Public Involvement Plan (PIP), identified in the NSAMS Program Kick-off meeting, will be tailored to the specific NSAMS and discussed.

DELIVERABLES

- Attendance at Kick-Off Meeting and provide Meeting Summary;
- Draft and Final PMP, inclusive of schedule, scope of services/tasks/work breakdown structure, task approach, management and organization plan, communication plan and protocols, risk management plan and other elements, as requested by DDOT; and
- Invoices and Progress Reports.

7.1.2. BIWEEKLY COORDINATION MEETINGS OR CALLS WITH DDOT PROJECT MANAGER

Participate in biweekly project check-ins with DDOT Project Manager to provide updates and coordinate efforts.

DELIVERABLES

- Coordination of and attendance at bi-weekly Coordination Meetings and Meeting Summaries.

7.2. PLAN REVIEW AND EXISTING CONDITIONS

Use data collection tools and templates to develop existing conditions deliverables. The Consultant will be responsible for identifying past planning studies or projects within each study.

7.2.1. DATA COLLECTION

The Consultant shall use the mapping resources created during the NSAMS program building task to create maps for the specific study area. DDOT will provide available GIS data.

The Consultant shall be responsible for identifying past planning studies or projects within each study area including:

- moveDC Update 2020
- New or proposed developments
- Existing/planned bike facilities

- Existing/planned bus/transit facilities
- Bus stops and routes
- ANC Resolutions
- Relevant plans or recommendations: The District of Columbia Strategic Highway Safety Plan, Vision Zero Action Plan, Curbside Management Study, Livability Studies, Bus Stop Intersection Analysis & ADA Design Project.

The Consultant shall be responsible for formatting the data into a public facing combination of maps and tables for each study area as determined during the NSAMS program building section. This may be a StoryMap that lives on the ESRI HUB project website or some other similar element that can easily be modified to fit each study location.

The Consultant may be asked to gather other supplemental multimodal transportation and topography data and conduct field observations to develop and support study recommendations. Information to be collected shall include:

Table 1. Sample Datasets

Safety	<ul style="list-style-type: none"> ▪ Intersections/ road links on DDOT Vision Zero’s High Injury Network ▪ Multimodal (vehicle, pedestrian, and bicycle) crash data from DDOT’s Traffic Analysis Reporting and Accident System (TARAS) ▪ DDOT roadway safety audits and traffic safety investigations (TSIs) ▪ Crash History
Bicycle and Pedestrian	<ul style="list-style-type: none"> ▪ Existing and proposed bicycle lanes, protected bicycle lanes, shared use paths, trails, bicycle level of stress (BLOS) ▪ Existing pedestrian facilities (lack of sidewalks, crosswalks, potential conflict locations with vehicles) and major pedestrian sheds.
Bus Transit	<ul style="list-style-type: none"> ▪ WMATA bus routes, stops, boardings and alightings (per stop), daily; bus route productivity (bus performance) ▪ DC Circulator: Routes, stops, ridership, bus route productivity (bus performance) ▪ Commuter Bus and Tour Motorcoach routes, stops and ridership
Roadway	<ul style="list-style-type: none"> ▪ Existing traffic counts (vehicle, pedestrian, and bicycle) and Synchro files at specified intersections from DDOT database ▪ Existing signal timing and phasing at specified intersections from DDOT database ▪ Street Circulation and Directionality: one/ two-way streets ▪ Roadway volumes and capacity, as available ▪ Roadway Characteristics: classification, topography, steep grades, horizontal curvature, sight distance, and intersection geometry/ configuration ▪ Existing traffic calming infrastructure, speed cameras, etc. ▪ Traffic counts as needed

Parking	<ul style="list-style-type: none"> ▪ Freight and Delivery locations and routes ▪ Pick-Up, Drop-Off (PUDO) locations and utilization ▪ Streatery Program ▪ Sidewalk Extension program
Neighborhood Destinations/ Activity Centers	<ul style="list-style-type: none"> ▪ Residential concerns ▪ Public facilities and parks ▪ Commercial-Business locations concerns ▪ Schools/Institutional ▪ Planned developments

DELIVERABLES

- Maps needed to show existing data and conditions from 6.2.3;
- Supplemental maps from the above table as needed; and
- Zipped folder of data including ArcGIS shapefiles for all new layers.

7.3. PUBLIC ENGAGEMENT

The public involvement process will be used to obtain input about existing conditions as well as feedback regarding proposed solutions.

DDOT shall lead public engagement related to the project. The Consultant shall assist with meeting preparation, meeting execution, and advertising. DDOT shall prepare a Public Involvement Plan (PIP) for each study and a strategic engagement plan for each meeting for a total of three (3) strategic engagement meetings, one prior to each public meeting, in an Excel format, to make it easy to track dates and approvals, 45 days prior to a public meeting. Generally, each of the public involvement plans will include the following components:

- Identification of major outreach objectives for this project phase;
- Outreach strategies (getting people to the meeting, i.e. e-blasts, listservs, etc.);
- Meeting format (meetings, open house events, focus group discussions, etc.);
- Tools to be used (surveys, website updates, printed information);
- Timeline of events; and
- Identification of action items and responsible parties for each.

PIP shall be led by the DDOT Project Manager with assistance from the designated DDOT Community Engagement Specialist. The DDOT PM's role is to:

- Identify dates for the following meetings:
 - Three (3) public meetings,
 - Two (2) office hours,
 - One (1) pop-up, and
 - One (1) walk-through;

- Lead public meetings; and
- Request translations as needed.
- Present at ANC meetings;
- Coordinate posting the following for each meeting:
 - Dates on DDOT meeting calendars,
 - Meeting notices as needed,
 - Digital flyers to respective neighborhood lists, and
 - Social media posts as needed.

The Consultant’s role is to work with DDOT to create the following:

- Update all required study specific documents as needed;
- Update social media material as needed;
- Update the mailer template and execute mailer distribution;
- Secure locations for all public meetings; and
- Update and digital or handout maps.

7.3.1. PUBLIC MEETINGS

Anticipated public meetings include:

- *ANC Meeting* - Introduction to planning process, provide dates of public meetings. *No consultants shall attend.*
- *Public Meeting #1* - The purpose this meeting is to engage the community on the transportation study and solicit feedback on ongoing issues, challenges, and opportunities for the Study. The project team will share preliminary locations and the program toolbox and engage the community, and solicit feedback on location prioritization to incorporate into the methodology. *Select Consultants shall attend this meeting.*
- *Office Hours* – This is an informal meeting where the community can hop onto a call to discuss specific topics or concerns. It provides an additional way to solicit feedback. *No consultants shall attend.*
- *Walk-through* – The purpose of the walk through is to better understand the safety concerns and confirm community feedback on preliminary locations. *No consultants shall attend.*
- *Public Meeting #2* - This meeting will present the locations identified from the methodology and associated draft recommendations. The focus of this meeting is for the project team to confirm if the locations and designs are on the right track and that the community supports the draft recommendations. *Select Consultants shall attend this meeting.*
- *Office Hours* - This is an informal meeting where the community can hop onto a call to discuss specific topics or concerns. It provides an additional way to solicit

feedback. *No consultants shall attend.*

- *Public Meeting #3* - The objective of this meeting is to present and obtain feedback on the final recommendations. Based on comments by residents, businesses and institutional uses, DDOT will consider adjustments to the concepts and finalize the designs to be included in the Final Concept Development Report. *Select Consultants shall attend this meeting.*
- *ANC Meeting* – The purpose of this notification is to provide notice of the study closing and share the timeline for implementation. *No consultants shall attend.*

DELIVERABLES

- Develop the Draft and Final PMP for each study- inclusive of schedule, scope of services/tasks/work breakdown structure, task approach, management and organization plan, communication plan and protocols, risk management plan and other elements, as requested by DDOT;
- Assist with the planning and coordination of three (3) public meeting, two (2) online office hours meetings for community to ask questions, and two (2) ANC meetings as requested by DDOT Project Manager;
 - Prepare mailers from NSAMS program template
 - Create draft PowerPoint presentations
 - Prepare maps in the templates
 - Prepare draft and final recommendations to share in the PowerPoints and on the website
- Create maps, documents, and any materials to be posted to the website as outlined in the NSAMS Program;
- Develop project outreach materials (social media, digital flyers); and
- Three summaries of public involvement including Title VI demographic data, to be prepared after each public workshop.

7.4. DESIGN DEVELOPMENT

The consultant shall develop design plans, including pavement marking plans, bicycle lanes, on-street parking configurations and curb extensions for selected District streets as outlined in the NSAMS program. The consultant shall submit all plans in the standard format.

The plans shall document all existing parking, regulatory, and warning signs within the recommendation limits. Design plans shall range from markings and signage sheets, to complete 100% design documents depending on the recommendation type (Immediate, Short-term, or Medium-term). The immediate term designs must be created in MicroStation using a GIS basefile and must be designed to 100% by the third public meeting. The remaining recommendations shall be created in In-Design or Remix with AutoTurn analysis.

For the purposes of this SOW, the Consultant shall design up to 23 designs per study as well as provide auto-turn on up to 23 locations. The consultant shall prepare a concept design for review for each recommendation. Upon review of the concept plans, the consultant shall develop make final designs.

7.4.1. PRELIMINARY RECOMMENDATIONS SCREENING

In order to ensure design recommendations can be completed within the identified timeframe, all recommendations will need to go through a preliminary screening process:

- **Feasibility:** Can this recommendation be completed within the timeframe identified?
- **Historic Preservation:** Is this project fully within DDOT's Section 106 Programmatic Agreement? If not, this recommendation should have an initial review by SHPO prior to moving forward with the design.
- **Auto-turn:** All design recommendations will require auto-turn analysis to ensure larger trucks (buses or trucks) can make the allowed movements.
- **Community Input:** Is there community support for the design?
- **Safety:** Does the design address the identified safety concerns at the location?
- **NOI:** Does the design require a Notice of Intent (NOI) prior to construction?

DELIVERABLES

- A screening matrix for each recommendation describing the recommendations' performance against the above screening criteria. As some recommendations will not pass the preliminary screening, the Consultant shall expect to screen more than 23 recommendations per study.

7.4.2. DRAFT RECOMMENDATIONS BASED ON PROJECT TYPE

Draft concepts shall be prepared prior to the Second Public Meeting and will go through the Preliminary Recommendations Screening process. Consultants shall in consultation with DDOT develop methodology for evaluating and prioritizing locations. Concepts shall be refined based on feedback from the Public Meeting #2. Concepts will be categorized by immediate, short, and medium-term timelines.

- **Immediate-term Designs (12 months):** *Up to five (5) recommendations per study.* These designs should be created in Microstation using a GIS basefile. (see Appendix). The designs will exclusively include tactical materials and accordingly, can be constructed based off plans that do not require drainage, traffic analysis, a survey, or utility identification. Designs require auto-turn analysis and should be field verified. The Consultant shall be responsible for designing and finalizing all immediate-term designs.

- The designs will on average will go through two (2) rounds of revision.
- Immediate install designs should be within the scope of the SHPO Programmatic Agreement.
- **Short-term Designs (1-3 years):** *Ten (10) to 15 recommendations per study.* Consultant shall prepare concept level drawings for recommendations as a screening exercise to confirm recommendation feasibility and constructability by DDOT within a three (3) year timeframe. Additionally, the level of environmental documentation will be no greater than a CE-I form. For recommendations deemed feasible and constructable within the stated timeframe, DDOT will identify short-term design recommendations for either permanent or tactical installation. The Consultant and DDOT shall be responsible for designing and finalizing all immediate-term designs. DDOT shall be responsible for five (5) recommendations and the Consultant shall be responsible for up to 10 recommendations.
 - Short-term recommendations shall be developed using Remix or InDesign software, complete auto-turn on all designs, and must be completed within three years.
 - Designs that are more complex should be completed in Remix and simpler designs should be created in InDesign.
 - The designs will on average go through two (2) rounds of revision.
- **Medium-term Planning (3-5 years):** *Up to three (3) medium-term recommendations per study.* Types of recommendations contemplated as Medium-term Planning recommendations include but are not limited to short corridor improvements of less than five (5) blocks in length (no more than half a mile), reconfiguration of a complex intersection, creation of a new pedestrian connection, or taking a broader scope of a cluster of TSIs within a neighborhood. The relative complexity of these recommendations compared to Immediate- and Short-term Planning recommendations means that cursory feasibility and constructability analyses must be completed as part of the NSAMS, but that additional analysis and design will likely be required by DDOT following completion of the NSAMS study to advance the recommendation. Medium- term Planning recommendations should be designed in Remix and complete the turning auto-turn. The designs will on average will go through two (2) rounds of revision. The Consultant shall be responsible for designing and finalizing all medium-term designs.

DELIVERABLES

- **Designs/Plans:** Each submittal shall include a digital design for DDOT review. This submittal process may include multiple iterations or revisions and final plans, or some

variation thereof. After the final design is approved, the consultant shall submit plans electronically using PDF, INDD, CAD files (MicroStation .dgn files are the DDOT standard), and Remix

- Up to Five (5) immediate-term designs in MicroStation;
- Up to 15 short-term designs in InDesign and Remix; and
- Up to three (3) medium-term designs in Remix.

7.4.3. ENVIRONMENTAL SCREENING

The consultant shall work with DDOT to determine which concept design recommendations will require the following based on recommendation type (Immediate, Short-term, or Medium-term).

While the intent is for immediate-term designs to meet the streamlined recommendation conditions outlined in DDOT's Section 106 Programmatic Agreement (PA), it is likely that some short-term or medium-term recommendations may require additional Section 106 review.

The review should include two batches (one for immediate recommendations, and one for short-term installations) and must be submitted at least two months prior to installation for the immediate-term recommendation and at the conclusion of the study for short-term recommendations. Depending on the quantity and design of the short-term and medium-term recommendations, the Consultant may be expected to complete the historic review for those recommendations as well. Generally for the types of recommendations proposed, additional review may require further State and Historic Preservation (SHPO) coordination and modest design revision.

DDOT will provide a check-list form for the consultant to complete on each recommendation, but DDOT will be responsible for completing the environmental compliance documents. The check-list will generally consist of information about roadway changes in geometry, any historic impacts, and items from the PA.

DELIVERABLES

- An excel sheet documenting the environmental check-list form for each recommendation.

7.4.4. FINAL RECOMMENDATIONS

Based on the comments generated at Public Meeting #2 and other public engagement opportunities, the Consultant shall modify design recommendations to respond to DDOT or community feedback. This may require circling back to the recommendation prioritization list and advancing a new location based on community feedback. Final recommendations will be finalized and be presented at the final Public Meeting #3. In parallel, the Consultant shall work with the DDOT PM to develop a draft of the Final Report.

- **Immediate-term Designs (12 months):** *Up to five (5) recommendations per study.* All recommendations shall have a finalized design.
 - The consultant should provide before pictures of all locations where immediate-designs are recommended to allow DDOT to document the before and after comparisons.
- **Short-term Designs (1-3 years):** *Ten (10) to 15 recommendations per study.* The consultant should be prepared to take all short-term recommendations through auto-turn and environmental screening.
 - Short-term recommendations should be at Remix or InDesign concept by the end of the study and must be completed within three years.
 - The consultant should provide before pictures of all locations to document the before and after comparisons.
- **Medium-term Planning (3+ years):** *Up to three (3) medium-term recommendations per study.* These recommendations shall be documented as a concept design and include project scope narratives by the end of the study.
 - Medium-term planning recommendations will need auto-turn and environmental screening.
 - The consultant should provide before pictures of all locations to document the before and after comparisons.

DELIVERABLES

- **Designs/Plans:** Each submittal shall include a digital design for DDOT review. This submittal process may include multiple iterations or revisions and final plans, or some variation thereof. After the final design is approved, the consultant shall submit plans electronically using PDF, INDD, CAD files (MicroStation .dgn files are the DDOT standard), and Remix
 - Up to Five (5) immediate-term designs in MicroStation;
 - Up to 15 short-term designs in InDesign and Remix; and
 - Up to three (3) medium-term designs in Remix.
- Before pictures of all locations to document the before and after comparisons;
- After pictures of all immediate-term installations;
- Environmental screening and auto-turn for each short-term or medium-term planning recommendation and associated documents;

- The following supplemental documents as requested:
 - Associated maps, infographics, documents, and summaries to support concepts, and
 - Completed environmental screening forms
- AutoCAD, INDD, and Remix files for all designs; and

7.4.5. INTERNAL HANDOFF

In order to prepare recommendations for implementation or further design, the consultant will need to prepare a hand-off package to articulate next steps and document the decision making process as well as a decision memo. The Consultant shall complete a spreadsheet checklist for all relevant recommendations. The excel sheet should include:

- **DDOT Team Members** – TESD and PSD project managers
- **Historic Preservation:** Is this recommendation fully within DDOT’s Section 106 Programmatic Agreement? If not, this recommendation should have an initial review by SHPO prior to moving forward with the design.
- **Auto-turn:** All design recommendations will require auto-turn analysis to ensure larger trucks (buses or trucks) can make the allowed movements.
- **Community Input:** Is there community support for the design? Are there any specific community comments that should be flagged.
- **Safety:** Identify the safety concern
- **NOI:** Does the design require a Notice of Intent (NOI) prior to construction.

The decision memo should include the following sections:

- Study Area
- Objectives of the Study
- Parking Impacts
- What intersections were selected for recommendations?
- What recommendations were chosen?
- What are the next steps for implementing those recommendations?
- A high level summary of public outreach
 - Include meeting summary elements that informed recommendations or recommendation locations.

DELIVERABLES

- Completed checklist in excel and decision memo for internal hand-off;
- Internal hand-off cut sheet in InDesign; and
- Final SOP.

7.4.6. FINAL REPORT

The Consultant shall complete a Final Report for each study utilizing the template developed in 6.2.1. The consultant shall be responsible for creating all required content for the report.

DELIVERABLES

- Final Report includes a summary of the designs and recommendations and is intended to be in a format that can easily be included on the website.

7.4.7. INVOICES AND PROGRESS REPORTS

The Consultant shall develop comprehensive monthly invoices that includes the work of the Prime Consultant and all subconsultants (if applicable) during the preceding month. The invoice shall include all certifications by the Prime and any subconsultants, receipts for direct costs, excel spreadsheets with no locked cells showing formulas, and calculations of any CBE monthly expenditures. The Consultant will prepare an Excel document that shows current month and cumulative expenditures and hours, percent complete, by Consultant/Subconsultant and by Task/Subtasks. The Technical Consultant shall ensure that all subconsultant activity is included in monthly invoices.

DELIVERABLES

- Invoices and Progress Reports

8. PERIOD OF PERFORMANCE

The period of performance shall be:

Base period twelve (12) months Option year 12 month after receipt of the executed Task Order (TO).

9. INSTRUCTIONS TO OFFERORS

Qualification submissions are subject to the following requirements and limitations:

- 9.1** Submissions in whole, shall not exceed 50 pages in length.
- 9.2** Qualifications are due on or before 2:00 PM on January 5,, 2024.
- 9.3** **Organization and Content**

9.3.1 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to carol.hessler@dc.gov and vallarie.howard.@dc.gov Inclusion of other materials by reference will not be considered.

9.3.2 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 TO period.

9.3.3 Section H of the SF 330 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 10 of this TO RFQ.

9.3.4 Describe your understanding of the design complexities associated with the project, and your experience and qualifications in overcoming the type of complexities identified on this or other bicycle or trail infrastructure projects in urban areas with many stakeholders

9.3.5 Identify two or three important issues pertaining to the Neighborhood Safety and Mobility Studies Program and initial Study that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified.

9.3.6 Provide qualifications and experience regarding implementing best practices and strategies for multi-use roadway design for local, collector, and minor arterial roadways in an urban context including:

- Sample designs/projects;
- Communication between stakeholders;
- Public Outreach;

Provide relevant information regarding Factor 3 - Past Performance. Offerors should note that Factor 3 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

9.4 All questions must be submitted via email to the Contracting Officer, Ms. Carol Hessler, at carol.hessler@dc.gov. The DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

10. 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 four (4) evaluation factors and their relative importance for this requirement are as follows:

1. Key Personnel Qualifications. 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)
3. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. In addition to each offeror's response to Factor 3 – Past Performance, the District may utilize additional Past Performance sources to include (a) District eVAL and (b) Publicly available information. (20 Points)
4. Capacity to accomplish the work in the required time; (10 Points)

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: 100

11. 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. Rating Scale

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.

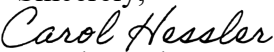
12. CONTRACT ADMINISTRATOR (CA)

Name: TBD
Title:
Agency: District Department of Transportation
Address: 250 M Street, SE, Washington, DC 20003
Telephone:
Email:

13. CONTRACTING OFFICER (CO)

Name: Carol Hessler
Title: Contracting Officer
Agency: Office of Contracting and Procurement
Address: 250 M Street, S.E., 7th Floor, Washington, D.C. 20003

Email: carol.hessler@dc.gov

Sincerely,

Carol Hessler
Contracting Officer - DDOT

Cut-Sheet

15TH ST & CHURCH ST NW



- Install bicycle lane pavement markings on 15th Street NW Cycle Track, including “helmeted bicyclist” symbols, arrows, and green crossing markings
- Install stop bar and R1-5B sign on northbound approach
- Install curb bump-out on southeast corner
- Restrict parking on northbound and westbound approaches to DDOT standards
- Replace damaged signs at intersection
- Install missing pavement markings along north leg parking lane, including hatching and bicycle lane lines

 <p>Reason for Inclusion</p>	<ul style="list-style-type: none"> • Crash Pattern • Crash Risk • Resident Request
 <p>Implementation</p>	<p>Year 0</p>
 <p>Coordination Needs</p>	<p>Community Input on Artwork</p>

Microstation Design using a GIS basefile



- PAVEMENT MARKING LEGEND:**
- WHITE RETROREFLECTIVE FLEXPAST
 - ① WHITE, 4" WIDTH
 - ② WHITE, 4", 5" SPACE
 - 🔥 FIRE HYDRANT

- SUMMARY OF CHANGES**
- INSTALL CURB BUMP-OUTS ON ALL CORNERS.
 - RESTRICT PARKING ON ALL INTERSECTION APPROACHES TO DOOT STANDARDS.
 - INSTALL T STREET NW BIPOLE LANE CROSSING PAVEMENT MARKINGS.

IMPLEMENTATION NOTES

1. INSTALL WHITE FLEXPAST, SPACING SHALL TYPICALLY BE 5 FEET ON CENTER AND OFFSET 6" FROM LANE LINES, AWAY FROM TRAVEL LANES.
 2. INSTALL 2 FOOT STRIP AND 4 FOOT SPACE GREEN THERMOPLASTIC PAVEMENT MARKING, 4 FEET WIDE, WITH 6 INCH WHITE LANE LINE ALONG THE LANE EDGE.
 3. DO NOT INSTALL FLEXPASTS ON CURB EXTENSIONS NEAR FIRE HYDRANTS.
 4. EXISTING PARKING SIGN ASSEMBLY TO REMAIN.
 5. INSTALL NEW METAL SIGN POST AND PARKING SIGN ASSEMBLY 25 FEET FROM THE T STREET NW CROSSWALK.
 6. REMOVE EXISTING SIGN POST. INSTALL NEW SIGN POST APPROXIMATELY 35 FEET TO THE SOUTH, 40 FEET FROM THE PARALLEL CURB ON T STREET. INSTALL SIGN ASSEMBLY FROM THE REMOVED POST TO THE NEWLY INSTALLED POST.
 7. REMOVE EXISTING SIGN POST.
 8. REMOVE EXISTING SIGN POST. INSTALL NEW SIGN POST APPROXIMATELY 35 FEET TO THE SOUTH, 25 FEET FROM THE 11TH ST CROSSWALK. INSTALL SIGN ASSEMBLY FROM THE REMOVED POST TO THE NEWLY INSTALLED POST.
- SIGNS TO BE INSTALLED**



THIS SCHEMATIC IS NOT BASED ON FIELD SURVEY. THE EXISTING ROADWAY WIDTHS AND PROPOSED DIMENSIONS SHOWN HEREIN SHALL BE VERIFIED IN THE FIELD BY THE ENGINEER AND ADJUSTED, IF NEEDED, BEFORE INSTALLATION.

Scale: 1" = 20'

N

KITTELSON & ASSOCIATES

d.

District Department of Transportation

DISTRICT OF COLUMBIA	
DEPARTMENT OF TRANSPORTATION	
TRANSPORTATION OPERATIONS ADMINISTRATION	
NEAR NW III SAFETY AND MOBILITY STUDY	
11TH ST & T ST NW	
DATE: 11/11/2014	TIME: 10:58:38 AM