

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: October 25, 2023

Category of Services: Category F – Transportation Data

Title: Request for Qualifications (“RFQ”) for North Capitol Street Corridor Study, Phase II

Solicitation No.: OCPTO230021

1. BACKGROUND

The Vision Zero Initiative identifies North Capitol Street NE/NW as one of high crash corridors throughout the District of Columbia in need of safety improvements. From January 2018 to December 2020, there have been 1,590 crashes with 550 injuries and six fatalities in the study area from Massachusetts Avenue NW to Missouri/Riggs Road NE. Fifty-seven of those crashes involved pedestrians. There is a high rate of speeding on North Capitol Street as well as significant numbers of pedestrian, bicycle and vehicular serious injuries and fatalities. North Capitol Street is identified as a Transit and Freight Priority corridor. Currently, North Capitol Street serves as a barrier between neighborhoods to the east and west of the corridor, including the affordable housing communities west of the street and the amenity-rich neighborhoods of NoMa, Bloomingdale, Eckington, Stronghold, Fort Totten, and Brightwood Park.

Demographically, there are high concentrations of people of color, persons with disabilities, persons with low English proficiency and low-income households along the corridor. These populations are primarily overrepresented in the northern end of the corridor. North Capitol Street has a high level of transportation need, calculated by DDOT based on access to frequent rail or bus transit, access to jobs and destinations, and proximity to safety risks. The northern portion of the corridor has a particularly high level of transportation need.

This project will advance the Phase I North Capitol Street Corridor Feasibility Study, estimated to be completed in October 2023. The Phase I Feasibility study includes a safety evaluation, an evaluation of the feasibility of a deckover along North Capitol Street between Randolph and Bryant Streets, and the development of concepts to transform the corridor into a “Multimodal Complete Street.” Only limited traffic data collection and analysis and environmental inventories have been conducted during the Feasibility phase. The Phase I Study Existing Conditions Report, Draft Environmental Inventory Report and the Deckover Feasibility Memorandum at Rhode Island Avenue are provided on the project website.

RE-ENVISIONING AND TRANSFORMING NORTH CAPITOL STREET

The Build Back Better Infrastructure Task Force’s report to Mayor Muriel Bower (dated November 17, 2022) included the following objectives for Re-Envisioning and Transforming the North Capitol Street Corridor: *“Transform the North Capitol Street into an urban boulevard that is safer and more inviting for those on foot and bike, including enhancing pedestrian crossings...bus lanes and adding more landscaping and greenspace. The transformation into an urban boulevard could include decking over below-grade portions of the roadway or bringing the entire roadway up to grade to aid in reconnecting adjacent neighborhoods and improved safety, including for those with mobility and accessibility issues.”* The corridor transformation would create revitalized and more functional connections between the future Union Station north to a major healthcare services and employment center along with the redevelopments of McMillan and the Armed Forces Retirement Home. The investment would achieve several DC priorities and advance equity for residents, including promoting more trips by bus, walking, and bicycling, and supporting opportunities for more affordable housing and access to jobs.” The project will consider vehicular traffic, transit, bicycle, and pedestrian operations along the North Capitol Street Corridor from Massachusetts Avenue to Missouri/Riggs Road NE.

Proposed concepts to North Capitol Street may include decking over certain locations, developing a community boulevard, redesigning the Irving Street cloverleaf to develop an urbanized street network, improving neighborhood connectivity, adding dedicated space for pedestrians and cyclists, and improve safety for all roadway users. North Capitol Street has been identified as a Transit Priority Corridor and Freight Corridor. Concepts will be developed to consider bus priority improvements such as transit-only lanes and transit signal priority. The North Capitol Street Corridor Project aligns with several moveDC goals including safety, mobility, sustainability, equity, and enjoyable spaces. As North Capitol Street acts as a barrier to neighborhoods east and west of the corridor, this project works to reconnect these communities and facilitate better access to community resources.

Phase II of the project will advance the work completed in in Phase I by:

- Conducting traffic forecasting and modeling for the corridor,
- Developing and evaluating options for the North Capitol and Irving Street Cloverleaf Interchange,
- Completing an Interchange Modification Report for revisions to the North Capitol Street/Irving Street interchange;
- Developing concept designs for transforming the corridor into a multimodal Complete Street,
- Preparing environmental documentation (assumed to be at the Environmental Impact Statement level).
- Creating an implementation strategy, including cost estimates and phasing.

2. TASK ORDER COMPETITION

The District of Columbia is soliciting qualifications from five (5) firms awarded an A/E schedule containing Category F-Transportation Data including the provisions of the A/E contract. One specific rate of Compensation Task Order award is anticipated.

The five firms are:

- A. Morton Thomas and Associates, Inc.
- Parsons Transportation Group
- Precision Systems, Inc.
- STV Incorporated
- VHB Metro DC, LLC

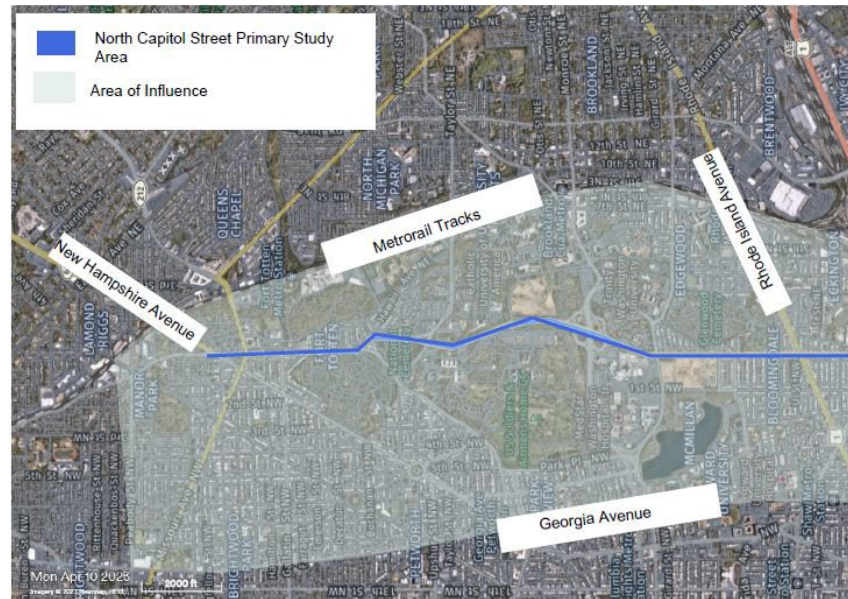
3. STUDY AREA

Primary Study Area. Figure 1 illustrates the primary North Capitol Street Corridor study area in blue. The area of influence is shown in the light gray color in Figure 1. The area of influence is established for the purposes of evaluating long-term multimodal transportation network effects of roadway capacity changes within the primary corridor and proximate roadways. As shown, this area extends from Georgia Avenue/6th Street NW to the west, Madison Avenue to the north, the Metrorail tracks to the east, and Massachusetts Avenue to the south.

The study area is divided into the following sections:

- Section 1: Massachusetts Avenue/F Street to M Street
- Section 2: M Street to P Street (Note: New York Ave NE underpass begins at M Street NE and rises to grade at P Street)
- Section 3: P Street to Randolph Place
- Section 4: Randolph Place to Bryant Street (Note: bridge starts at approximately T Street NE and fully comes up to grade at the first signalized intersection, Bryant Street).
- Section 5: Bryant Street to Michigan Avenue
- Section 6: Michigan Avenue to Harewood Road
- Section 7: Harewood Road to Missouri Avenue /Riggs Avenue
- Section 8: Missouri Avenue NW/Riggs Road to New Hampshire Avenue (Note: This section was not included in the North Capitol Corridor Study, Phase I)

Figure 1: Primary Study Area and Area of Influence



The consultant will make a recommendation to DDOT in defining the Area of Potential Effect for the purposes of the Section 106 and NEPA evaluations.

The consultant shall undertake a multimodal transportation study of the North Capitol Street corridor that will:

- Identify concept alternatives for the eight (8) segments of the corridor including a no-build option, decking over North Capitol Street at some locations (for example, @ Rhode Island Avenue and @

New York Avenue, urbanizing the street grid and bringing the corridor up to grade, consideration of bus and/bike lanes, and provide sidewalks that meet DDOT standards and additional streetscape improvements.

- Conduct ROW survey and prepare associated reports; and
- Complete all required NEPA documentation which may include a Categorical Exclusion III, an Environmental Assessment, or an Environmental Impact Statement. A decision on the level of environmental documentation will be made after environmental scoping is complete.

4. APPLICABLE DOCUMENTS

Item No.	Document Type	Title	Date
1	Previous Study	North Capitol Needs Assessment (NoMa BID)	2019
2	Previous Study	DDOT Mid-City East Livability Study	2014
3	Previous Study	DC Office of Planning Mid-City East Small Area Plan	2014
4	Previous Study	Crosstown Multimodal Transportation Study	2019
5	Design Manual	Public Realm Design Manual	2019
6	Design Manual	DDOT Design and Engineering Manual	2019
7	Standard Specification	DDOT Standard Specifications for Highways and Structures	2013
8	Standards	DDOT Standard Drawings	2015
9	Standards	DDOT Green Infrastructure Standards	2013
10	Design Manual	AASHTO Geometric Design of Highways and Streets	2018
11	Manual	FHWA Manual on Uniform Traffic Control Devices	2012
12	Guidebook	District Department of Energy & Environment (DOEE) Stormwater Management Guidebook	2020
13	Manual	DOEE Erosion and Sediment Control Manual	2017
14	Design Manual	DC Water Project Design Manual Volume 3 Linear Infrastructure Design	2018
15	Standards	DC Water Standard Specifications	2020
16	Design Details	DC Water General Design Details	2004
17	Guidelines	DC Water Green Infrastructure Utility Protection Guidelines	2013

Item No.	Document Type	Title	Date
18	Plan	2020 Comprehensive Plan Amendment	2020
19	Guidelines	North Capitol Streetscape Guidelines	2019
20	Plan	NoMa Vision Plan and Development Strategy	2006
21	Report	2009 North Capitol Main Street: Strategies for Revitalization and Redevelopment	2009
22	Study	2009 North Capitol Retail Action Strategy	2009
23	Study	2013 Metrobus North Capitol Line 80 Bus Study	2013
24	Concept Design Study	North Capitol Cloverleaf Urbanization Study	2021
25	Guidelines	Department of Transportation Style Guide, February 2021 (Version 1.10). *Will be provided to consultant prior to the start of the project.	2021
26	DDOT Environmental Policy Manual	https://ddotsites.com/documents/environment/DDOT_EnvironmentalManual_2012.pdf	2012
27	Phase I Project Documents	Deckover Feasibility Memo Existing Conditions Report (March 2023) https://north-capitol-st-dcgis.hub.arcgis.com/#resources	2023

5. KEY PERSONNEL

The consultant shall provide the following key personnel, and the consultant shall demonstrate how each individual identified meets the required qualifications:

5.1 Project Manager. To be qualified, this individual shall have a minimum of 15 years' experience and a bachelor's degree in urban planning or related field. The project manager shall have one or more of the following certifications: American Institute of Certified Planners (AICP), AICP, Professional Transportation Planner (PTP), and/or a Professional Engineer's (PE) license from the District of Columbia, and Registered Landscape Architect. This key person shall have expertise and experience:

- Conducting concept-level design projects in *complex multimodal corridors* (e.g., buses, trucks, cars, bicycles, pedestrians, and micromobility),
- Conducting projects in urban, high-density, and constrained areas,
- Advising departments of transportation agencies on pros, cons, and tradeoffs of alternative design concepts.
- Developing bus priority improvements,
- Planning and implementing sidewalk projects where there are gaps, obstacles, and complex ADA issues.

- Managing multidisciplinary subcontractors
- Preparing environmental documentation
- Developing concept engineering designs including urban interchanges and deckovers and bringing depressed highway sections up to grade.
- Integrating *meaningful community engagement* into a project.
- Writing technical and public documents using appropriate grammar and audience-specific language.

5.2 Traffic Engineering Design Lead - This individual shall have a minimum of seven (7) years' experience, with a Bachelor of Science in Civil Engineering (BSCE) with a concentration in traffic engineering or related field. This key person shall have expertise and experience:

- Conducting complex traffic engineering and design projects in multimodal corridors,
- Integrating Safety and Vision Zero solutions into corridor and intersection designs,
- Conducting projects in urban, high-density, and constrained areas,
- Conducting multimodal projects (e.g., buses, trucks, cars, bicycles, pedestrians and micromobility),
- Developing bus priority improvements,
- Developing Traffic Analysis Reports,
- Advising departments of transportation agencies on traffic operational impacts of alternative design concepts, and
- Interchange Modification Reports.

5.3 Traffic Modeling Lead - This individual shall have a minimum of seven (7) years' experience, with a bachelor's degree in civil engineering, urban planning, or similar discipline. This key person shall have expertise and experience:

- Using Metropolitan Washington Council of Governments Round 2.4 forecasts
- Using Synchro and VISSIM and applying these models to urban, complex, and multimodal corridors.
- Modeling base, interim and build conditions including assessing corridor diversion and mitigations.

5.4 Structural Engineer - This individual shall have a minimum of 10 years' experience, with a bachelor's degree in structural engineering. The individual shall have a District of Columbia PE license. This key person shall have expertise and experience:

- Developing concept designs including deckovers, (e.g., tunnels), urban interchanges and bringing depressed roadway sections up to grade.

5.5 Civil Engineering Designer - This individual shall have a minimum of seven (7) years' experience with a bachelor's degree in civil engineering. The individual shall have a District of Columbia PE license. This key person shall have experience:

- Conducting complex corridor design projects in multimodal corridors (e.g., buses, trucks, cars, bicycles, pedestrians, and micromobility),
- Conducting projects in urban, high-density, and constrained areas,
- Advising departments of transportation agencies on pros, cons, and tradeoffs of alternative design concepts.

- Working with ADA regulations, right-of-way (ROW), Stormwater Management, Green Infrastructure, traffic, geometric design elements, utilities and sidewalks and surveys.
- Urban interchange design, interchange modification reports

5.6 Landscape Architect/Urban Planner - This individual shall have a minimum of seven (7) years' experience with a bachelor's degree in landscape architecture. The individual shall be a Registered Landscape Architect in the District of Columbia. This key person shall have expertise and experience:

- Developing concepts and designing deckovers, parks, pedestrian plazas, sidewalks, and other similar improvements in urban, high-density, and constrained areas,
- Working with urban forestry professionals
- Preparing renderings and high-quality graphics, and
- Integrating multimodal access into the design of deckovers, urban interchanges, parks and pedestrian plazas, and protected intersections.

5.7 Community Engagement Lead - This individual shall have a minimum of seven (7) years' experience with a bachelor's degree in communications, public policy, or a similar discipline. This key person shall have expertise and experience:

- Facilitating meetings and Building consensus with diverse stakeholders within an urban community,
- Conducting logistics for stakeholder, ANC, Public Meetings, Public Hearings, Pop-Ups, and other engagement formats,
- Documenting public meetings including preparing Public Meeting Reports and Title VI summaries,
- Developing websites and updates using the Engage DC hub, and
- Developing fact sheets, public meeting notices and meeting boards

5.8 Senior Environmental Lead. This individual shall have a minimum of 15 years' experience with a bachelor's degree in environmental planning or similar discipline. This key person shall have expertise and experience:

- In all aspects of the National Environmental Policy Act (NEPA) including development of categorical exclusions, Environmental Assessments and Environmental Impact Statements (EIS).

6. SCOPE OF WORK

This project includes twelve (12) main tasks, as indicated below:

6.1 TASK 1: Project Management

6.1.1 Kick-Off (KO) Meeting. The consultant shall prepare for and attend a kick-off meeting to initiate the project. Key personnel from the consultant team and DDOT will be introduced, and communication protocols established. The contents of the Draft Project Management Plan (PMP) including the Work Plan and Schedule will be discussed.

6.1.2 Project Management Plan (PMP). At the KO meeting, the consultant shall provide a Draft PMP containing a performance schedule (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. Based on KO meeting comments, the consultant shall prepare a subsequent draft of the PMP. The PMP will be a “living document” and will be updated should major changes to the project occur. The schedule shall be developed in Microsoft Project for use by the Project Management Team and in Excel, as a user-friendly document for use by DDOT management, stakeholders, and the public.

6.1.3 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 and DBE 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 consultant shall ensure that all subconsultant activity is included in monthly invoices. Invoices are due on the 15th of each month for the preceding month’s work.

6.1.4 Bi-weekly coordination meetings or calls with DDOT Contract Administrator (CA). The consultant shall have biweekly project check-ins with DDOT to provide updates and coordinate efforts. The consultant shall document progress, key issues, and "red flags" during each biweekly meeting. Meeting summaries shall be provided within one business day of the biweekly coordination meeting and presented to the DDOT CA for approval and/or modification. Coordination meetings may be required more often than every two weeks. The consultant project manager may only bring consultant team members to the check-ins with approval from the DDOT CA.

6.1.5 Monthly Technical Work Session. The consultant shall prepare for, attend and document monthly technical work sessions with DDOT and project subject matter experts (SMEs).

Note: All meetings where consultant and/or subconsultant staff will be attending in any task within this Request for Qualifications must be pre-approved by the DDOT CA. The number of consultant personnel per meeting must also be pre-approved.

Deliverables

- D01-1: Project Kick-Off Meeting, Preparation, Attendance and Documentation (1.1)
- D01-2: Draft and Final PMP; Maintain PMP (1.2)
- D-01-3: 24 Invoices and 24 Progress Reports (1.3)
- D-01-4: 48 Biweekly/other coordination meetings, in-person or virtual (1.4)
- D-01-5: 24 Monthly Work Sessions (1.5)

6.2 TASK 2: Public And Agent Engagement

6.2.1 Public Engagement Plan (PEP)

The Consultant shall develop a draft and final PEP in consultation with the project team. The PEP shall include overall strategic guidance to ensure that meaningful engagement takes place during the project's period of performance. Meaningful engagement is vitally important to ensure that people who are most likely to be impacted by changes in the corridor are given the opportunity to help develop and evaluate alternatives during the concept development phase of the project. The project team will also engage District agencies who can support DDOT's equity lens, such as DDOT's Office of Equity and Inclusion/Office of Civil Rights (EID/(OCR), the Department of Aging and Community Living (DACL), and the Office of Disability Rights (ODR). The project team will incorporate DDOT's and the Office of Racial Equity's (ORE) equity tools into all phases of the project. The PEP shall:

- a. Identify outreach objectives,
- b. Develop outreach strategies including communication methods (e.g., e-blasts and listservs, post card distribution, meeting types and formats, (e.g., Microsoft Teams, Zoom, physical meetings) open houses, pop-ups, focus groups, and stakeholder meetings,
- c. Specify public engagement tools (e.g., online engagement surveys, website development and updates, printed information),
- d. Develop a timeline of events that coordinates the PEP and the public meeting schedule with the completion of technical deliverables,
- e. Identify agency coordination requirements with National Park Service (NPS), State Historic Preservation Office (SHPO), District of Columbia Office of Planning (DCOP), and other federal and District agencies and
- f. Identify action items, roles, and responsibilities for conducting community engagement throughout the duration of the project.

6.2.2 Meetings

Over the 24-month period of performance, DDOT anticipates the following types and numbers of meetings:

6.2.2.1 Public Meetings and Workshops. Three (3) public meetings are anticipated. Since the corridor is approximately four miles long with different roadway conditions and diverse stakeholders, it is anticipated that there will be separate public meetings in at least three (3) corridor sections. This means that the project will require at least nine (9) public meetings. An initial decision regarding the conduct of in-person and/or virtual meetings will be made during the development of the PEP.

For each public meeting, the Consultant shall be responsible for meeting logistics, outreach, meeting preparation, attendance, and documentation (including Title VI reports). The Consultant will be responsible for communicating meeting logistics through contacts with ANCs, community groups, corridor stakeholders through in-person and virtual outreach platforms such as post cards, doorhangers, neighborhood listservs and through the project website.

6.2.2.1.1. Public Meeting No. 1. Public Meeting No. 1 will take place in three (3) separate corridor sections. The purpose of Public Workshop No. 1 will be to solicit input into corridor issues and opportunities, present existing conditions and to present the initial concept

designs developed as part of the North Capitol Street Feasibility Study. Public Meeting No. 1 will also be used to summarize Phase 1 of the Study.

6.2.1.1.2 **Public Meeting No. 2.** Public Meeting No. 2 will take place in three (3) separate corridor sections. The purpose of Public Workshop No. 2 will be to present and obtain feedback on the development and evaluation of draft concepts. Based on comments by residents, businesses, and institutional uses, DDOT will consider adjustments to the draft concepts prior to finalizing the design.

6.2.1.1.3 **Public Meeting No. 3.** Public Meeting No. 3 will take place in three (3) separate corridor sections. The purpose of Public Workshop No. 3 will be to present the preferred concepts including final environmental documentation.

All public meeting content (e.g., public meeting notices, other meeting collateral) must be submitted to DDOT at least six (6) weeks prior to the public meetings.

6.2.1.2 **ANC Meetings.** Up to 20 ANC Meetings shall be assumed to take place during the project duration where consultant assistance may be required. The consultant shall be required to assist in the preparation, attendance and post meeting summaries including development of meeting presentations, boards and maps, question and answer summaries, agendas, and other requirements as requested by the DDOT CA.

6.2.1.3 **Stakeholder Meetings.** Up to 15 stakeholder meetings shall be assumed to take place during the project duration where consultant assistance may be required. The consultant shall be required to assist in the preparation, attendance and post meeting summaries including development of meeting presentations, boards and maps, question and answer summaries, agendas, and other requirements as requested by the DDOT CA.

6.2.1.4 **Community Advisory Committee Meetings (CAC).** Up to 12 meetings with the established CAC will take place during the project's duration. The Consultant shall assist in meeting preparation, attendance and post meeting summaries of CAC meetings, development of meeting presentations, boards and maps, question and answer summaries, agendas, attendee lists, and other requirements as requested by the DDOT CA.

6.2.1.5 **Interagency Meetings.** Up to six (6) Interagency meetings will be held consisting of representatives from DDOT administrations (particularly staff focused on safety, operations, and roadway design) and other District-wide agencies. Agencies to be invited may include DC Water, Washington Metropolitan Area Transit Authority (WMATA), DCOP, HSEMA, Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS) and the Department of Public Works (DPW), among others.

DDOT may adjust the specific type and number of meetings as required, if the total level of effort for all meetings is maintained. The consultant shall keep accurate records to provide DDOT with consultant meeting attendance, by person, and level of effort expended by meeting.

- 6.2.2 Web Resources.** The consultant shall develop an outline of the anticipated content of the project website. The DDOT CA will approve the website outline. Website content updates shall be completed at least monthly and approved by the DDOT CA and the DDOT Communications Office. The consultant shall have experience using the *Engage DC* website platform. The project website will remain within DDOT and shall not be contracted to a third-party vendor. The consultant must provide all future website materials (factsheets, project summaries, etc.) to the DDOT CA and Communications team for review throughout the duration of the project. The Consultant will work with the DDOT CA to develop a project email and communications protocol for public responses. The Consultant shall develop the web resources in accordance with the most recent DDOT policies. The initial website platform and basic content shall be provided to DDOT within **four weeks** of project award.
- 6.2.3 Project Contact Spreadsheet and Contact Documentation.** The Consultant shall maintain a project contact spreadsheet and provide the updated contact lists to the DDOT CA weekly. This contact list shall include names, emails, addresses, phone numbers, other contact information and demographics (if available). Substantive letters and email communications shall be converted into a PDF document and retained for public comment records.
- 6.2.4 Post Card Distribution.** The consultant will develop a plan to distribute post cards/flyers to businesses, residents, and institutional uses within the primary study area. The consultant shall use tools such as *Every Door Direct Mail* or other services. The consultant’s proposal shall include at least three rounds of post card distribution during the project’s period of performance. The postcard distribution shall include the primary study area corridor and inclusive of all study area ANC geographies. The specific area for postcard distribution shall be incorporated in the PEP.

Deliverables

- D02-1: Draft and Final Public Engagement Plan (2.1)
- D02-2: Public Meeting No. 1, three (3) locations, same content, virtual or in-person (2.2.1)
- D02-3: Public Meeting No. 2, three (3) locations, same content, virtual or in-person (2.2.1)
- D02-4: Public Meeting No. 3, three (3) locations, same content, virtual or in-person (2.2.1)
- D02-5: 20 ANC meetings (attend, preparation, and documentation) (2.2.2)
- D02-6: 15 Stakeholder meetings (attend, preparation, and documentation) (2.2.3)
- D02-7: Six (6) Community Advisory Committee Meetings (attend, preparation, and documentation) (2.2.4)
- D02-8: Six (6) Interagency Meetings (attend, preparation, and documentation) (2.2.5)
- D02-9: Develop *Engage DC* website. Maintain website for project duration. Develop fact sheets, project summaries and updates as required. (2.3)
- D02-10: Develop and Maintain Project Contact Spreadsheet (2.4)
- D02-11: Maintain substantive emails and letters from the public in PDF for public comment records. (2.4)
- D02-12: Post Card distribution to study area residences, businesses, and institutional users based on the agreed-upon project corridor, influence area and ANC geographies. (2.5)

6.3 TASK 3: EXISTING CONDITIONS

6.3.1 Conduct Background Document Review. The consultant shall review and gain a comprehensive understanding of all previous studies, plans and planning documents that affect the study area. The consultant shall identify, and review planned public infrastructure projects and/or private development projects to understand upcoming changes to the safety, circulation, mobility, and access aspects of the transportation network. The consultant shall also obtain, interpret, and present any relevant data from current CTRs (Comprehensive Transportation Review studies) that may have been submitted within the corridor. The consultant should review relevant materials (see website link) from the North Capitol Street Phase I Corridor Study.

6.3.2 Data Collection

6.3.2.1 Data Collection Plan. The consultant shall develop a draft and final data collection plan. The Plan will outline the types of data to be collected, how the data will be collected, which agencies or sources will provide the data, a description of how the data will be used and a timeline for data collection. Consultants should identify contingency plans if the timeline for data collection does not occur as planned. The Data Collection Plan shall list the roadway links and signalized and unsignalized intersections that will be considered as part of this study. The Data Collection Plan shall list the types of data to be collected. The consultant will inventory and review existing DDOT traffic, parking and environmental data and identify gaps where new data may need to be collected.

6.3.2.2 Collect Data. The following are typical data elements that may be collected within the North Capitol Street Corridor Phase II Study. Based on knowledge of the corridor, plus what has previously been collected in the Phase I Feasibility Study and what the District of Columbia already has available, the consultant will propose, and DDOT will approve, with adjustments, a set of required data that will be used in this Phase II effort.

- **Traffic Counts.** The consultant shall obtain existing count data from DDOT including: 48-hour Automated Traffic Recorder (ATR) counts, AM, PM, and midday (MD) intersection/Turning Movement Counts (TMC's) for vehicles, bicycles, and pedestrians. These counts shall be used for reference only as they will reflect variations in post-pandemic traffic demand. New traffic counts shall be conducted at signalized and unsignalized intersections throughout the corridor. For the purposes of budget estimation, the contractor shall assume 45 intersections (signalized and unsignalized). The selection of intersections will occur during project initiation with agreement from DDOT's Traffic Engineering and Safety Division (TESD).
- **Traffic, pedestrian, bicycle, other crashes** (most recently available five (5)-year historical data) by using TARAS data and police reports. Consultants shall collect the police report narratives to understand crash causation and factors that may be associated with crashes. *The contractor shall review the Phase I crash data collection and analysis.*
- **AM, PM, and MD intersection signal timing, phasing, and lane geometry files** (Synchro) from DDOT/TESD. The Consultant shall verify all signal operations in the field.
- **Roadway classifications**

- Roadway characteristics such as grades, horizontal curvature, sight distance and intersection configuration.
- Vehicle flow and circulation to include commuter traffic on local roads, speeds of vehicular and bus traffic, and traffic control devices.
- Pedestrian activity and facilities to include sidewalks (width, obstructions, deficiencies), crossing times at signalized intersections, sight distances approaching crosswalks, locations of mid-block crossings and crossings near bus stops, and other potential conflict locations involving vehicles and pedestrians. The contractor shall also document missing sidewalk facilities (using the DDOT sidewalk inventory and/or field visits).
- Traffic speeds (consultant may wish to use Inrix or Streetlight data; however, traffic speeds shall be verified in the field.)
 - Curbside parking inventory, regulations, and utilization by blockface.
 - Curbside loading zones, pick-up, drop-off zones.
 - Inventory and map of key land uses/commercial/institutional areas (e.g., public facilities and destinations) within corridor.
 - Inventory of transit facilities (included but not limited to- Metrobus routes and stops, and facilities at transit stops).
 - Environmental Inventory and associated data collection must conform to the NEPA requirements including Section 106 review and consultation.
 - Wheelchair ramp conditions and conformity with the Americans with Disabilities Act.
 - Street lighting issues such as dark spots on streets and sidewalk, missing fixtures, uneven pole spacing, and deteriorated lighting arms, fixtures, and poles.
 - Existing traffic calming measures.
 - 311 and TSI (traffic safety investigation) requests for traffic calming & safety measures and
 - Other data elements that may be required to meet the study objectives.

6.3.3 Data Analysis. Section 5.3.3 is distinguished from the above Section 5.3.2 in that data analysis and interpretation, development of findings and conclusions are part of this Section. The previous section is the collection of data necessary to conduct the analysis.

6.3.3.1 **Conduct Traffic Operations Analysis of Existing Conditions (EC).** The Consultant shall use SYNCHRO/Sim Traffic to analyze the AM, PM, and mid-day (MD) traffic operations for the North Capitol Street corridor's signalized intersections. Traffic analysis and assessment of the operations of unsignalized intersections shall also be completed. Adjustments in the number of intersections to be analyzed will occur during project initiation. Measures of Effectiveness (MOEs) to be evaluated include approach and intersection level of delay, volume to capacity ratios (v/c), level of service (LOS), and queue lengths (85th percentile, 95th percentile). Easy to understand graphics and tables shall be developed to display and summarize the EC Synchro Analysis. *The consultant shall show their approach in Section H of the RFQ regarding how to display complex traffic operations data to the public using tabular information.*

TESD has a spreadsheet model that is used to calculate multimodal level of service (MMLOS). The consultant shall use the data collected in the corridor to document the MMLOS in each of the eight (8) sections of the North Capitol Street Corridor.

6.3.3.2 **AADT/ADT/Hourly and Directional Corridor Volumes.** The consultant shall graphically display and provide an interpretation of AADT/ADT and hourly and directional corridor volumes for the North Capitol Street Corridor Study Area.

6.3.3.3 **Multimodal Crash Analysis (5-year data).** The consultant shall **update and not “redo”** the multimodal crash analysis to include a five-year crash history. The crash analysis dates will be based upon the award date of this study.

6.3.3.4 **Parking and Curbside Analysis.** This section will provide interpretation and findings from the curbside parking regulations, inventory and utilization data, location, and length of loading zones and Pick-Up Drop Off (PUDO) zones. The Consultant shall advise DDOT of institutional, religious, and other facilities along the corridor that currently use on-street parking spaces during the daytime, evenings and/or weekend days.

6.3.3.5 **Pedestrian.** The consultant shall document and analyze pedestrian activity (based on TMCs, volumes and/or observations) at key intersections.

6.3.3.6 **Bicycles.** The Consultant shall document and analyze bicycle activity (based on TMCs, volumes and/or observations) at key intersections.

6.3.3.7 **Speed Analysis along North Capitol Street.** The consultant shall document the 85th percentile speeds along the North Capitol Street corridor during non-peak periods, between 10am and 2pm, on a typical Tuesday, Wednesday, and Thursday and on a weekend day/time (TBD). The consultant shall compare the 85th Percentile speed to posted speed limits. Ticketing data for moving violations along North Capitol Street shall be analyzed including speeding and red light running. The consultant shall not complete this task until the methodology including the locations along the corridor have been approved by DDOT. Data is available from the Phase I study that should be factored into the level of effort for the Phase II task.

6.3.3.8 **Transit/Bus.** The Consultant shall document and analyze transit headways and frequencies, daily ridership by route, transit boardings and alightings by bus stop, and proposed transit service

improvements/changes. The goal of this analysis is to review where slower bus speeds may be present in the corridor and to identify which areas may be appropriate to consider operational improvements to increase bus speeds and reliability.

6.3.4 Existing Conditions Report (ECR). The consultant shall prepare an ECR Report Outline (must be approved by DDOT prior to starting work on draft ECR). Two drafts of the ECR Report and one final version of the report shall be prepared. The ECR documentation shall include all data, appendices, analyses, base mapping, findings, and conclusions. The consultant shall also be responsible for developing a public-facing ECR PowerPoint slide deck to be used in public and agency meetings. Section 3.4 is the report assembly only. DDOT’s objective for this task is to have supporting materials for the required environmental documentation. The ECR shall not be “narrative heavy.” There is an ECR for the Phase I North Capitol Corridor Study. The consultant shall not duplicate the effort; rather, this ECR for this task should provide a supplement to the Phase I data collection and analysis.

6.3.5 Surface-level (Level C) Topographic Survey and Property Research. A topographic survey/surface level survey shall be conducted in cadastral format. Elements to include are topographic features within existing ROW lines and building restriction lines including all above ground physical features including paved areas, right-of-way dimensions, location of utilities, manholes, catch basins, pipe inverts and inlets, roadway geometrics/street cross sections, traffic control condition, curbs, sidewalks, signs, tree lines, trees 6” in diameter or larger, substantial vegetation and above ground evidence of underground utilities and accessible invert; the relationship to the adjacent lots and squares, as well as any cross streets, alleys and curb cuts that would enable DDOT to identify ROW impacts.

The Consultant will undertake a topographic survey for the entirety of the study area. Specific areas of interest include:

- The underpass along North Capitol Street @ Rhode Island Avenue and @ New York Avenue.
- Survey work shall incorporate the cloverleaf interchange area at North Capitol Street and Irving Street. DDOT will need to understand the properties that may be involved and the extent of any ROW requirements with a proposal to redesign the interchange and adjacent roadway system into an urban grid network (see resource # 24).
- There are instances of narrow and obstructed sidewalks along North Capitol Street. The surface-level survey must ensure that DDOT understands the impacts of potential sidewalk widenings/bringing the sidewalk widths up to standards.
- Survey work shall be completed in accordance with the requirements of Section 11 of the DDOT Design and Engineering Manual. The limits of survey shall extend up to a maximum of 120 feet from the outside edge of curb, edge of wall, edge of pavement or structure comprising along the corridor. Where portions of structure or roadway are elevated above ground the survey shall include determining elevations of top and underside of structure.

- During performance of the survey the consultant will identify and immediately inform DDOT of any transportation assets outside of the 60-foot survey limit that have historically been maintained by DDOT including but not limited drainage structures, fences, signposts, ITS, lighting, signals, or any other feature. Aerial image of FLT/TOJ area obtained from public data sources. Consultant must coordinate a site visit with DDOT Maintenance to identify and inventory transportation assets maintained by DDOT.
- The Consultant must complete research with the Recorder of Deeds, D.C. Surveyor, the Real Property Tax Administration, Washington Metropolitan Area Transit Authority (WMATA) and NPS for records of existing property lines, as well as for easements with utilities within the survey limits.

Deliverables

- D03-1: Technical Memorandum: Background Document Review (5.3.1)
- D03-2: Draft and Final Data Collection Plan (5.3.2.1)
- D03-3: Collect data (5.3.2.2)
- D03-4: Data analysis (5.3.3.1 to 5.3.3.8)
- D03-5: Draft and Final Existing Conditions Report (5.3.4)
- D03-6: Surface-Level (Level C) Topographic Survey of Corridor and Property Research (5.3.5)

6.4 **TASK 4: TRAFFIC ANALYSIS**

6.4.1 **Inclusions**

- Up to 25 signalized and 20 unsignalized corridor intersections and one interchange will be analyzed. Please note the number and mix of signalized and unsignalized intersections may change under the initial project scoping/kick-off meeting.
- Synchro version 11 will be used.
- MWCOG Round 2.4 Forecast will be used to assist in determining the appropriate growth rates for the Build Year (2031) and for the Horizon Year (2045).
- Transportation road network within the primary and influence study area may need to be refined, as required. Determine if there are new critical connections that should be assumed in the interim and horizon year conditions.
- Consultant shall be responsible for incorporated proposed developments and planned infrastructure projects into the traffic forecasting tasks.
- For any traffic diversions, under the build year or horizon year conditions, the consultant shall document the diversion on the adjacent street network and propose mitigations where required. This activity shall be included in the consultant's traffic forecasts.

6.4.2 **Validate the Base Synchro Model**

The consultant shall define a modeling subarea. The Synchro model provided by DDOT's Traffic Engineering and Signals Division shall be validated based on field observations. A Technical Memorandum/Framework Document shall be prepared providing the assumptions including changes to the base Synchro model.

6.4.3 2031 Conditions

- 6.4.3.1 **2031 No-Build Traffic Forecasts.** The consultant shall develop traffic forecasts in the study area for 2031 under the No-Build condition. Traffic forecasts shall be developed for the AM, PM, and midday (MD) conditions. The consultant shall use the MWCOG model to determine growth rates.
- 6.4.3.2 **2031 No-Build Traffic Operations Analysis.** The consultant shall use Synchro/Sim Traffic to analyze key intersections within the study area for the year 2031 No-Build condition in the AM, PM, and MD peak hours. The consultant shall develop a set of tables that summarize delay, v/c ratio, LOS, and 95th percentile queue lengths for the overall intersection and approaches. The tables shall be user-friendly to ensure that the public can understand them.
- 6.4.3.3 **2031 Build Traffic Forecasts.** *The requirements under section 4.3.1. apply under Build conditions. Project build concepts that may be implemented by 2031 shall be included.*
- 6.4.3.4 **2031 Build Traffic Operations Analysis.** *The requirements under section 4.3.2. apply under Build conditions.*

6.4.4 2045 Conditions (Horizon Year)

- 6.4.4.1 **2045 No-Build Traffic Forecasts.** The Consultant shall develop traffic forecasts in the study area for 2045 under the No-Build condition. Traffic forecasts shall be for the AM, PM, and midday (MD) conditions. The consultant shall use the MWCOG model to determine growth rates.
- 6.4.4.2 **2045 No-Build Traffic Operations Analysis.** The consultant shall use Synchro/Sim Traffic to analyze key intersections within the study area for the horizon year no-build condition in the AM, PM, and MD peak hours. The consultant shall develop a set of tables that summarize delay, v/c ratio, LOS, and 95th percentile queue lengths for the overall intersection and approaches.
- 6.4.4.3 **2045 Build Traffic Forecasts.** *The requirements under section 4.4.1. apply under Build conditions. Project build concepts that may be implemented by 2045 shall be included.*
- 6.4.4.4 **2045 Build Traffic Operations Analysis.** *The requirements under section 4.4.2. apply under Build conditions.*

6.4.5 Traffic Data and Analysis Report

A draft and final Traffic Data and Analysis Report shall be completed. The consultant shall prepare brief technical memoranda at varying timepoints and then consolidate the technical memoranda into the Traffic Data and Analysis Report. Technical Memoranda and the report shall include all assumptions, calibration criteria and thresholds achieved, results, interpretations, limitations, and results for each step within the Traffic Forecast Modeling and Traffic Operations Analysis tasks. The Traffic Data and Analysis Report shall utilize maps, graphics and tables that are public facing where the data and analysis can be easily conveyed to the public, DDOT management, interagency groups, and elected/appointed officials.

6.4.6 Interchange Modification Report (IMR)

An Interchange Modification Report shall be prepared for interchange concept alternatives in the vicinity of North Capitol Street and Irving Street NE/NW. Based on the results of the traffic analysis and in coordination with DDOT, the consultant shall draft design criteria and a concept plan for a new interchange for one build concept. The consultant shall also identify any required potential design waivers and exceptions.

The resulting IMR must be consistent with and contain all elements required within the *Policy and Process for Access to the District of Columbia Interstate and Freeway System document*¹, as enacted in 2010.

The consultant should prepare a Technical Memorandum including supporting documentation that identifies all analyses required to prepare an IMR. This effort should address the technical requirements set forth by DDOT and specifically, the following eight policy points:

1. Need for Change in Access: Documentation showing that alternatives to access change (infrastructure, traffic control, operational improvements) are infeasible and/or ineffective at addressing transportation need.
2. Incorporate Transportation System Management: Documentation of the analysis of transit or other solutions to minimize vehicular traffic and increase facility efficiency.
3. Operational & Safety Analysis: Documentation of traffic and other impacts to local street network for the existing year, opening year, and MWCOG horizon year. The consultant shall document the traffic analysis completed in Task 4.
4. Design Requirements: Design criteria for project, discussion of design exceptions, preliminary construction cost estimates, potential adverse effects and mitigation, and Maintenance of Traffic (MOT) plan.
5. Transportation Plans: Documentation of request for changes to long-range plan and Transportation Improvement Program.
6. Need for Systematic Study of Effects: Documentation of commitments to not make changes elsewhere in the corridor.
7. Coordination with Related Development
8. Status of Planning and NEPA

A full description of these eight policy points is contained in the *Policy and Process for Access to the District of Columbia Interstate and Freeway System* document. The consultant will document analysis within each of these eight areas, unless agreed upon with DDOT that the policy point is not applicable to any of the proposed concepts.

Deliverables

D04-1:	Validate Base Synchro model (in field) (4.2)
D04-2:	Technical Memorandum/Framework Document (4.2)
D04-3:	2031 No-Build Traffic Forecasts (4.3.1)
D04-4:	2031 No-Build Traffic Operations Analysis (4.3.2)
D04-5:	2031 Build Traffic Forecasts (4.3.3)
D04-6:	2031 Build Traffic Operations Analysis (4.3.4)
D04-7:	2045 No-Build Traffic Forecasts (4.4.1)
D04-8:	2045 No-Build Traffic Operations Analysis (4.4.2)
D04-9	2045 Build Traffic Forecasts (4.4.3)
D04-10	2045 Build Traffic Operations Analysis (4.4.4)
D04-11	Traffic Data and Analysis Report (Draft and Final) (4.5)
D04-12	Interchange Modification Report (Draft and Final) (4.6)

6.5 TASK 5: VISSIM Modeling

The use of the VISSIM model may be required to evaluate multimodal operations along the North Capitol Street Corridor. The decision to proceed with this Contract Line Item will be based on the alternatives developed and an assessment of whether the analysis would add value to the understanding of impacts and mitigations. The consultant should develop an approach and identify specific tasks for integrating VISSIM into the corridor analysis, as required. NOTE: DDOT approval is required to proceed.

Deliverables

D05-1: Development of VISSIM multimodal model/analysis of alternatives. Integrate the VISSIM analysis into the overall analysis of No-Build and Build impacts for the interim build year and the horizon year (2045).

6.6 TASK 6: CONCEPT DEVELOPMENT

6.6.1 General Inclusions

6.6.1.1 Review North Capitol Street Feasibility Study Recommendations. The consultant shall review the North Capitol Street Feasibility Study concept recommendations with the project team to

assess which recommendations shall be carried forward into the formal concept design phase. The objective is to seek agreement from DDOT on which concept design recommendations shall be carried forward. The consultant shall review the evaluation criteria and conclusions in the Phase I Study and adjust where needed.

- 6.6.1.2 The consultant shall develop one to three multimodal design solutions including typical section alternatives for the eight (8) corridor sections. The consultant shall include a No-Build option where the roadway cross section remains as it is today. Along each segment of the corridor, various improvements to the North Capitol Street mainline and various intersections shall be developed. The consultant shall develop the concept alternatives based on those concepts included in the *Phase I North Capitol Street Feasibility Study* which is anticipated to be completed by **October 2023**. The consultant shall view the Phase I concept alternatives as a potential take-off point; however, new visions of the corridor alternatives shall also be developed. The urban boulevard concept must be an integral element within the alternatives considered. Meetings with the DDOT project team and corridor stakeholders shall inform the development of project concepts. When considering possible corridor alternatives, connectivity of the neighborhoods and traffic circulation must be considered on both the east and west sides of North Capitol Street.
- 6.6.1.3 Specific location alternatives may include Deckover concepts (e.g., at North Capitol Street and Rhode Island Avenue and North Capitol Street and New York Avenue), intersection redesigns, traffic circulation and traffic calming improvements, and other safety initiatives. Alternatives shall consider bus priority lanes, transit operational improvements such as queue jumps (see DDOT Bus Priority Toolbox), and linkages to bicycle infrastructure. Pedestrian safety improvements shall be considered such as new sidewalks (filling in gaps) and widening sidewalks, curb extensions, crosswalks, ADA improvements, signal timing adjustments, and refuge islands. The consultant shall propose design alternatives for a series of focus area intersections that are designated as high-injury intersections including the intersection of H Street NW and North Capitol Street NW.
- 6.6.1.4 The consultant shall also include interchange modification concepts for the North Capitol Street/Irving Street interchange as described in section 4.6. The District of Columbia Office of Planning study that presents various interchange concepts at a planning-level shall be used as a starting point to conceptualize alternatives at this location.
- 6.6.1.5 Where possible, the consultant shall identify and propose Green Infrastructure (GI) improvements as part of a design. Changes in the road configuration, such as traffic calming, curb extensions, lane closures, pavement removal, and sidewalk adjustments may create new opportunities to incorporate stormwater best practices. The consultant shall also look for opportunities to expand existing tree boxes or green spaces. All stormwater retention and management recommendations must be designed in compliance with the DDOT and DC stormwater water management regulations and design standards.

6.6.2 Draft 1 Concept Design.

The consultant shall develop draft concepts including potential improvements for all seven

corridor sections. The consultant shall develop concept drawings and detailed maps of specific locations. The specific formats and dimensions of the maps will be agreed upon during the project kick-off meeting. The consultant shall include high quality graphics using GIS, renderings, and other innovative methods to display the concepts to the public. The consultant team shall develop and complete a detailed evaluation matrix. The Draft 1 concepts will be presented to internal DDOT and external agency stakeholders, the CAC, ANCs, and at Public Meeting No. 1. The consultant shall assume a minimum of three iterations for the Draft 1 Concept Development Phase.

6.6.3 Draft 2 Concept Design.

Based on the comments received on the concept alternatives after Public Meeting No. 1, a revised set of concepts will be developed. Draft 2 concepts may require a minimum of three iterations of design internally before presentation to the public. The final revision to the Draft 2 Concepts will be presented at Public Meeting No. 2. A detailed concept evaluation matrix will be developed that provides the pros and cons, tradeoffs, costs, and implementation considerations. The Draft 2 concepts will be presented to internal DDOT and external agency stakeholders, the CAC, ANCs, and at Public Meeting No. 2.

6.6.4 Draft 3 Concept Design/Preferred Alternatives.

Based on the comments received on the concept alternatives after Public Meeting No. 2, a revised set of concepts will be developed. Draft 3 concepts may require a minimum of three iterations of design internally before presentation to the public. The project team will have a series of decision meetings to select and refine a set of preferred concepts for all seven sections of the North Capitol Street corridor. There will be a final revision to the Draft 3 Concepts and a preferred set of alternatives will be presented to DDOT leadership for approval. A detailed concept evaluation matrix will be developed that provides the pros and cons, tradeoffs, costs, and implementation considerations. The Draft 3 Concept Development Technical Memorandum can be folded into **Task 6.6.6, Concept Development Report.**

6.6.5 Concept Evaluation.

The requirements of the concept evaluation step shall be applied to each set of draft concept alternatives included in **Sections 6.6.2, 6.6.3, and 6.6.4.** The consultant shall conduct a multimodal evaluation of the effects of implementing the Draft concepts. Concept Evaluation should be considered an iterative process with finalizing a Concept Evaluation Matrix for the preferred concepts and inclusion in environmental documents.

6.6.6 Concept Development Report

A Concept Development Report will be prepared that provides for the analysis, evaluation, and tradeoffs required for implementation of the Concept Development Alternatives. The Concept Development Report will evaluate all traffic, safety, multimodal and environmental effects to assist in the decision to recommend an overall concept development package and/or individual elements within an overall concept. Two drafts of the Concept Development Report and one Final

Concept Development Report will be prepared. High-quality maps and graphics that “tell a story shall be included in the Concept Development Report. One draft and one final PowerPoint Presentation shall be prepared to convey the highlights of the Concept Development Report.

DELIVERABLES

D06-1 Draft 1 Concepts showing ROW and property lines for the eight (8) corridor sections. (6.2)

D06-2 Draft 1: Draft and Final Concept Evaluation Matrix (6.5)

D06-3 Draft 1 Technical Memorandum: Summary of Alternatives Being Carried Forward and the Concept Evaluation. (6.2)

D06-4 Draft 2 Concepts showing ROW and property lines for the 8 corridor sections. (6.3)

D06-5 Draft 2: Draft and Final Concept Evaluation Matrix (6.5)

D06-6 Draft 2 Technical Memorandum: Summary of Alternatives Being Carried Forward and the Concept Evaluation. (6.3)

D06-7 Draft 3 Concepts showing ROW and property lines for the 8 corridor sections. (6.4)

D06-8 Draft 3: Draft and Final Concept Evaluation Matrix (6.5)

D06-9 Draft 3 Technical Memorandum: Summary of Alternatives, Concept Evaluation (6.4)

D06-10 Draft and Final Concept Development Report (sections to be incorporated into CE-III document (6.6)

6.7 TASK 7: ENVIRONMENTAL

The consultant shall conduct a scoping effort, including preparation of an environmental inventory. Once complete, the team will meet with FHWA to consider the appropriate NEPA class of action. Task 7 assumes an initial Category Exclusion Level III level of environmental documentation.

CLIN 8 will be executed in addition to a CE-III if an Environmental Assessment is required.

CLIN 9 will be executed in lieu of a CE-III if an Environmental Impact Statement is required.

6.7.1 Scoping

The consultant shall complete the due diligence necessary to finalize the class of action and scope of the required environmental documentation. The NEPA class of action will be determined after the environmental inventory report and meetings with key stakeholders and FHWA. The deliverable for this activity will be a scoping report.

6.7.2 Purpose and Need

The consultant shall develop draft and final Purpose and Need statement in close coordination with DDOT staff and other stakeholders. The Purpose and Need statement shall be consistent with guidance available through the FHWA Technical Advisory.

6.7.3 Environmental Inventory (Affected Environment)

The consultant shall prepare an environmental inventory report (see Section 7.3) to identify which resources will require further analysis under NEPA. The NEPA Class of Action will be determined after completion of the scoping task and the environmental inventory report.

6.7.3.1 Data Collection and Analysis. The consultant shall collect and analyze environmental inventory data for the content areas shown in the Sections below (a-o). These content areas are illustrative and will be finalized during the initial scoping phase.

- a. Transportation
- b. Social and Economic Conditions
- c. Parks and Recreational Resources
- d. Visual and Aesthetic Resources
- e. Historic and Archeological Resources
- f. Air Quality
- g. Greenhouse Gas Emissions and Resilience
- h. Noise and Vibration
- i. Ecology
- j. Threatened and Endangered Species
- k. Contaminated Materials
- l. Environmental Justice
- m. Property Acquisition
- n. Construction Impacts
- o. Other Environmental Content Areas Not Previously Identified

6.7.3.2 Draft(s) and Final Environmental Inventory Report (Affected Environment). The consultant shall prepare a minimum of two drafts and a Final Environmental Inventory report. This document will inform the balance of the required environmental tasks for the North Capitol Street Corridor Study.

6.7.4 Draft(s) and Final Environmental Consequences Sections

The consultant team will analyze and prepare narratives for each environmental element (see illustrative content areas above) as approved by DDOT.

6.7.5 Preparation of CE-III Document

The Consultant shall prepare a CE -III document in accordance with the FHWA requirements and the DDOT Environmental Policy document (see Appendix XX, page 391). Three (3) drafts and one final CE-III will be prepared. For each draft, the consultant shall record and dispose of

comments from all internal and external agency stakeholders The CE-III document shall include public and agency involvement and conclusions sections, along with signature pages and all technical appendices.

Should a Noise and Vibration analysis and documentation be required, this will be accomplished by executing **Optional Task 10**

Should a 4(f) analysis and documentation be required, this will be accomplished by executing **Optional Task 11**

6.7.6 Historic and Cultural Resources Report

The Cultural/Historic Resources evaluation will be developed consistent with Section 106 of the National Historic Preservation Act. Appropriate Areas of Potential Effect (APE) will be developed in consultation with SHPO, FHWA, NCPC and other consulting parties as applicable. The consultant shall prepare for, attend, and document the consultation meetings. A Cultural Resources report will include APE, Determination of Eligibilities/Eligibility Report, Assessment/Determination of Effects, Minimization/Mitigation measures, and MOA/PA/No Adverse Effect Letter (as applicable). The consultant shall prepare a Historic/Cultural Resources report.

DELIVERABLES

D07-1 Draft and Final Scoping Report (7.1)

D07-2 Draft and Final Purpose and Need Statements (7.2)

D07-3 Data Collection and Analysis for Environmental Inventory (7.3.1)

D07-4 Draft and Final Environmental Inventory Report (7.3.2)

D07-5 Draft and Final Environmental Consequences narratives for inclusion in the CE-III document. (7.4)

D07-6 Three (3) drafts and one Final CE-III document (including disposition of comments) (7.5)
(Microsoft Word and PDF formats, all native files)

D07-7 Historic and Cultural Resources Evaluation and Report (7.6)

6.8 TASK 8: COMPLETION OF AN ENVIRONMENTAL ASSESSMENT

Based on the determination of the class of environmental action requested by DDOT, the consultant shall prepare an environmental assessment document along with all appropriate technical appendices completed as part of the CE-III documentation.

DELIVERABLES

D08-1 Development of an Environmental Assessment document, complete with stakeholder coordination, comment disposition and documents (three drafts and one final document).

The level of effort for Contract Line Item 8 should be considered **in addition to** the work required for Task 7, CE-III document. **[DDOT approval required to proceed]**

6.9 TASK 9: COMPLETION OF AN ENVIRONMENTAL IMPACT STATEMENT

Based on the determination of the class of environmental action requested by DDOT, the consultant shall prepare an environmental impact statement along with the appropriate technical appendices completed as part of the CE-III documentation. The level of effort for Contract Line Item 9 should be considered **in lieu of** the work required for Task 7, CE-III document. **[DDOT approval required to proceed]**

DELIVERABLES

D09-1: Development of an Environmental Impact Statement (EIS), complete with stakeholder coordination, meetings and public hearings, comment disposition, record of decisions and other documentation as required under NEPA, FHWA and DDOT regulations. The Consultant should detail their approach to completing the EIS under Section H of the Request for Qualifications.

6.10 TASK 10: NOISE AND VIBRATION ANALYSIS

The analysis shall include a Traffic Noise Model (TNM) analysis consistent with FHWA and DDOT Noise Policy. TNM shall include: (1) Existing year; (2) Opening year and (3) Design year analysis for the No-Build and Build Alternatives that have a potential to increase noise and vibration levels. The Noise and Vibration analysis shall only be required for certain sections of the corridor and/or alternatives. **[DDOT approval required to proceed]**

DELIVERABLES

D10-1: Noise Data and Analysis Report and Output Files

6.11 TASK 11: SECTION 4(f) REPORT The consultant shall conduct a Section 4(f) analysis and document impacts and mitigations required. The consultant will provide coordination with FHWA, National Park Service, the State Historic Preservation Officer and other District and federal agencies as appropriate. **[DDOT approval required to proceed]**

DELIVERABLES

D11-1: Section 4(f) Evaluation and Report

6.12 TASK 12: PROJECT CLOSE OUT

6.12.1 Project Files and Project Documentation. The consultant shall work with the DDOT CA to ensure that all critical project files are included on the DDOT SharePoint site. An index of critical

documents leading up to the DEIS, FEIS and ROD shall be completed including their locations on the SharePoint site. Identify gap critical document gaps not included on the DDOT SharePoint site and place those documents in their respective folders.

6.12.2 Consultant and DDOT Closeout Certifications. The consultant shall work with the DDOT CA to prepare all required certifications that all deliverables have been completed and are found to be acceptable by DDOT.

6.12.3 Project Retrospective Review. The DDOT Project Management Team and the key consultant team members will conduct a project retrospective review. This review shall identify events or situations that lead to the project success such as innovations, schedule and budget adherence and the completion of quality deliverables. The review shall also identify lessons learned in terms of what could have been done better and potential mitigations for future projects.

DELIVERABLES

D12-1 Index of critical files including their locations for placement on the DDOT SharePoint site. (12.1)

D12-2 Final Invoice and Consultant and DDOT certifications (12.2)

D12-3 Final Project Review meeting plus meeting documentation (12.3)

7 DELIVERABLES AND SCHEDULE

Task/ CLIN	SOW Reference Deliverable #	Deliverables	Method of Delivery ²	Due Date From Award (calendar days)
1.1	D01-1	Kick-off Meeting (attendance, preparation, and documentation)	In-Person attendance	15
1.2	D01-2	Draft and Final PMP; Maintain PMP	Electronic-Copy	Draft, 15, Final, 30
1.3	D01-3	24 Invoices and 24 Progress Reports	Electronic Copy	Monthly
1.4	D01-4	48 Biweekly Meetings, in-person or virtual	TEAMS calls or In-Person attendance	Biweekly
1.5	D01-5	24 Monthly Work Sessions. (Attendance, preparation, and documentation)	In-Person attendance	Monthly
2.1	D02-1	Draft and Final Public Engagement Plan	Electronic-Copy	30
2.2.1	D02-2	Public Meeting No. 1: Three locations, same content, virtual or in-person.	Electronic, Hard Copy meeting collateral; In-Person attendance	120

² All native files/formats shall be provided where applicable.

Task/ CLIN	SOW Reference Deliverable #	Deliverables	Method of Delivery²	Due Date From Award (calendar days)
2.2.1	D02-3	Public Meeting No. 2: Three locations, same content, virtual or in-person.	Electronic, Hard Copy meeting collateral; In-Person attendance	285
2.2.1	D02-4	Public Meeting No. 3: Three locations, same content, virtual or in-person.	Electronic, Hard Copy meeting collateral; In-Person attendance	495
2.2.2	D02-5	ANC Meetings (N=20, limited assistance)	Electronic meeting collateral; periodic TEAMS meeting attendance	As required
2.2.3	D02-6	15 Stakeholder Meetings	TEAMS or In-Person attendance	As required
2.2.4	D02-7	Six (6) Community Advisory Committee meetings	Electronic, Hard Copy meeting collateral; In-Person attendance	As required
2.2.5	D02-8	Six (6) Interagency Meetings, Attend, Prep and Document	Electronic, Hard Copy meeting collateral; In-Person attendance	As required
2.3	D02-9	Develop Engage website, Collateral Materials	Electronic/W ebsite	30, POP
2.4	D02-10	Develop and Maintain Project Contact Spreadsheet	Electronic Copy	Throughout contract
2.4	D02-11	Maintain substantive emails and letters from the public and include in PDF for public comment records	Electronic Copy	Throughout contract
2.5	D02-12	Post Card distribution for all public meetings	Electronic-Hard Copy	Prior to each public meeting
3.1	D03-1	Technical Memorandum: Background Document Review	Electronic Copy	30
3.2.1	D03-2	Draft and Final Data Collection Plan	Electronic Copy	Draft, 30 Final, 40
3.2.2	D03-3	Collect data	Electronic Copy	90
3.3.1 - 3.3.8	D03-4	Data analysis	Electronic Copy	135

Task/ CLIN	SOW Reference Deliverable #	Deliverables	Method of Delivery²	Due Date From Award (calendar days)
3.4	D03-5	Draft and Final Existing Conditions Report	Electronic Copy	180
3.5	D03-6	Surface Level (Level C) Topographic Survey of corridor and property research	Electronic- Hard Copy	120
4.2	D04-1	Calibrated Existing Conditions Model	Electronic Copy	195
4.2	D04-2	Technical Memorandum/Framework Document	Electronic Copy	195
4.3.1	D04-3	2031 No-Build Traffic Forecasts	Electronic Copy	210
4.3.2	D04-4	2031 No-Build Traffic Operations Analysis	Electronic Copy	240
4.3.3	D04-5	2031 Build Traffic Forecasts	Electronic Copy	285
4.3.4	D04-6	2031 Build Traffic Operations Analysis	Electronic Copy	315
4.4.1	D04-7	2045 No-Build Traffic Forecasts	Electronic Copy	255
4.4.2	D04-8	2045 No-Build Traffic Operations Analysis	Electronic Copy	285
4.4.3	D04-9	2045 Build Traffic Forecasts	Electronic Copy	330
4.4.4	D04-10	2045 Build Traffic Operations Analysis	Electronic Copy	345
4..5	D04-11	Traffic Data and Analysis Report, Draft and Final	Electronic- Hard Copy	375
4.6	D04-12	Interchange Modification Report	Electronic- Hard Copy	300
5	D05-1	Development of VISSIM multimodal model/analysis of alternatives. Integrate the VISSIM analysis into the overall analysis of No-Build and Build impacts for the interim build year and the horizon year (2045). Prepare Technical Memorandum. [Task approval required]	Native VISSIM files, Microsoft Word	TBD
6.2	D06-1	Draft 1 Concepts showing ROW and property lines for the 8 corridor sections.	Electronic- Hard Copy	105
6.5	D06-2	Draft 1: Concept Evaluation Matrix	Electronic Copy	105
6.2	D06-3	Draft 1 Technical Memorandum: Summary of Alternatives Being Carried Forward and Concept Evaluation	Electronic Copy	135
6.3	D06-4	Draft 2 Concepts showing ROW and property lines for each the 8 corridor sections.	Electronic- Hard Copy	180
6.5	D06-5	Draft 2: Concept Evaluation Matrix	Electronic Copy	180
6.3	D06-6	Draft 2 Technical Memorandum: Summary of Alternatives Being Carried Forward and Concept Evaluation	Electronic Copy	210
6.4	D06-7	Draft 3 Concepts showing ROW and property lines for the 8 corridor sections.	Electronic- Hard Copy	375
6.5	D06-8	Draft 3: Concept Evaluation Matrix	Electronic Copy	375

Task/ CLIN	SOW Reference Deliverable #	Deliverables	Method of Delivery²	Due Date From Award (calendar days)
6.4	D06-9	Draft 3 Technical Memorandum: Summary of Alternatives, Concept Evaluation	Electronic Copy	405
6.6	D06-10	Concept Development Report, Draft and Final	Electronic-Hard Copy	420
7.1	D07-1	Draft and Final Scoping Report	Electronic Copy	60
7.2	D07-2	Draft and Final Purpose and Need Statements	Electronic Copy	45
7.3.1	D07-3	Data Collection and Analysis for Environmental Inventory (6.3.1)	Electronic Copy	90
7.3.2	D07-4	Draft and Final Environmental Inventory Report	Electronic Copy	120
7.4	D07-5	Draft and Final Environmental Consequences narratives for inclusion in the CE-III document.	Electronic Copy	150
7.5	D07-6	Three (3) drafts and one Final CE-III document (including disposition of comments) (<i>Microsoft Word and PDF formats, all native files</i>)	Electronic Copy	300
7.6	D07-7	Historic and Cultural Resources Evaluation and Report	Electronic Copy	390
8	D08-1	Development of an Environmental Assessment (EA) document, complete with stakeholder coordination, comment disposition and documents (three drafts and one final document). [Task approval required]	Electronic Files, Microsoft Word, PDF	TBD
9	D09-1	Development of an Environmental Impact Statement (EIS), complete with stakeholder coordination, meetings and public hearings, comment disposition, record of decisions and other documentation as required under NEPA, FHWA and DDOT regulations. The Consultant should detail their approach to completing the EIS under Section H of the Request for Qualifications. [Task approval required]	Electronic Files, Microsoft Word, PDF	TBD
10	D10-1	Noise Data and Analysis Report and Output Files and Section 4(f) Report. [Task approval required]	Electronic Files, Microsoft Word, PDF	TBD
11	D11-1	Section 4(f) Evaluation and Report [Task approval required]	Electronic Files, Microsoft Word, PDF	TBD
12.1	D07-1	Index of critical files including their locations for placement on the DDOT SharePoint site.	Electronic copy	675
12.2	D07-2	Consultant and DDOT Closeout Certifications	Electronic copy	675
12.3	D07-3	Project Retrospective Review. Final Project Review Meeting plus meeting documentation	Meeting, Electronic copy	690

8 PERIOD OF PERFORMANCE

Twenty-four (24) months from award of task order.

9 SUBCONTRACTING REQUIREMENTS

Mandatory Subcontracting Requirements

1. Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
2. If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
3. A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
4. Except as provided in (a)(5) and (a)(7), a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
5. A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
6. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

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

10 INSTRUCTIONS TO OFFERORS

- 10.1 Qualification Due Date: Qualifications are due on or before Friday, November 17, 2023.
- 10.2 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to ddot.aeschedule@dc.gov and walter.carey@dc.gov. Inclusion of other materials by reference will not be considered.

- 10.3 **Submissions are subject to the following limitations:**
- 10.3.1 **Fonts.** Fonts for narratives should be no less than 11-point. Fonts for tables or matrices shall be no less than 10-point. Failure to comply with this requirement may result in the rejection of the contractor's proposal.
- 10.3.2 **Spelling and Grammar.** Spelling and grammatical errors are not acceptable. Failure to comply with this requirement may result in the rejection of the contractor's proposal.
- 10.4 **Organization and Content**
- 10.4.1 Proposal Cover. The RFQ response shall have a proposal cover.
- 10.4.2 Cover Letter. A one-page, introductory cover letter shall be provided.
- 10.4.3 RFQ Amendments. Should there be amendments to this solicitation, the Offeror shall place those amendments **immediately following** the cover letter. Failure to include any signed/acknowledged amendments may result in the rejection of the contractor's proposal.
- 10.4.4. SF 330- Section C. Under item 11, identify two items: whether the contractor is a (1) prime contractor or a subcontractor and (2) the role/subject matter expertise that firm brings to the project.
- 10.4.5 SF 330, Section D.
- 10.4.5.1 The Offeror shall include a Project Organization/Organization Chart.
- 10.4.5.2 The Offeror shall describe the role of the proposed key personnel in the project. Roles may include technical and project managerial roles.
- 10.4.5.3 The Offeror shall identify if the subject matter experts are employees of the prime consultant or subconsultants.
- 10.4.5.4 The Offeror shall follow the key personnel requirements exactly in terms of the key personnel roles identified.
- 10.4.5.5 The Offeror may show Non-Key Personnel in the Subject Matter Expertise boxes within the organizational chart. The Offeror may provide information on NKP in Section H of their proposal.
- 10.4.6 SF 330, Section E, Resumes. Resumes shall be limited to one (1) page per person for key personnel only. The only exception regarding resume length shall be for the Project Manager in which case up to two (2) pages are permitted. Section E shall follow the order of key personnel listed in Section 5. Key personnel resumes must be targeted to this solicitation. Do not provide an extensive narrative on all elements of a sample project if the staff person did not work on specific roles. The contractor may provide one paragraph on the project itself. Resumes must demonstrate the roles and responsibilities that each key personnel had on a particular project.

Resumes should demonstrate technical, communication, presentation and other skills that would be beneficial to the project included in this solicitation. Provide the key attributes regarding how the key personnel contributed to the success of the project.

Within SF 330, Section E, Box 18, the Offeror shall include the total years' experience and the number of years' experience in their discipline or area of subject matter expertise.

- 10.4.7. SF 330, Section F, shall not exceed 7 projects that are similar in scope, scale, context, and an area's population density. Each project shall present the actual work details that were performed by key staff in the proposed team organization. Consultant shall limit each project description to one page. Please describe the relevancy of the similar project to the proposed project in this RFQ and those persons on your team who were directly involved in the project. For planning or concept development projects, indicate the consultant fee. The narrative should identify if the consultant's portion of the project is complete. Under Box 23, the Offeror shall ensure that the project owner's information is accurate. The Offeror shall include the Point of Contract (POC) name, telephone number and email address. If the primary POC is no longer employed within the owner's organization, please provide the contact information for a staff person that is familiar with the Offeror's work on the project.
- 10.4.8 SF 330, Section H
- 10.4.8.1 SF 330, Section H, shall not exceed 20 pages.
- 10.4.8.2 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 10 of this TO RFQ.
- 10.4.8.3 Non-Key Personnel. The Offeror may provide a synopsis of each Non-Key Personnel team member that may have an active role in the project. The Offeror may include a Non-Key Personnel matrix in this section, if desired.
- 10.4.8.4 Describe your understanding of the need for the project. Identify your organization's technical and managerial approach to the project. Describe the project's complexities, and your experience and qualifications in overcoming the type of complexities identified.
- 10.4.8.5 Risk Identification and Mitigation. Identify three important issues that represent significant potential risks to successful performance and describe your experience and qualifications in overcoming the type of issues and risks identified. Describe your organization's procedures for maintaining budget, schedule and quality for the proposed project. The Offeror may provide a risk matrix if desired.

- 10.4.8.6 Additional Projects Demonstrating Specialized Experience. The Offeror may provide additional projects demonstrating specialized experience in Section H. The narrative should focus on the degree to which the organization's project is relevant to the proposed project and attributes, best practices and/or design strategies that make this sample project exemplary of the project requirements. A maximum of five projects is permitted.
- 10.4.8.7 Agency, Stakeholder and Public Engagement Approach. The Offeror shall describe their proposed agency, stakeholder and public engagement approach for the North Capitol Corridor project. List the stakeholders and the strategies for public engagement that will make this project a success. The Offer shall provide an understanding of DDOT's agency and public engagement requirements.
- 10.4.8.8 QA/QC. The Offeror shall identify their experience utilizing QA/QC processes and their ability to ensure contract compliance; and
- 10.4.8.9 Capacity to Accomplish the Work in the Required Time. The Offer shall provide a matrix showing the proposed key personnel that includes their percentage commitment to other projects, and the time available for the North Capitol Street Corridor Study. The Offeror may also demonstrate capacity by identifying non-key personnel with project expertise that may be called upon as required.
- 10.4.8.10 Past Performance. 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. All three past performance elements shall be addressed. The Offeror is encouraged to provide examples of project awards, letters from clients attesting to past performance elements, and/or evidence of completion of the project, on-time, on-budget, with exceptional quality. The Offeror shall provide the date when the project was completed.

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 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; three important issues that represent significant potential risks to successful performance and a description of experience and qualifications in overcoming the type of issues and risks identified. (40 Points)
3. Capacity to accomplish the work in the required time; (10 Points) and

4. Past performance of contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (10 Points)

Total Possible Points: 100

The Offerors scoring the highest in categories (1) through (4) above will be invited to participate in an oral presentation/interview. Offerors selected to participate will be notified in writing. DDOT intends to invite at least three (3) Offerors to interview, but no more than four (4). Specific information about the location and time of the interview, and other details will be provided at the time of notification.

Oral interviews of no longer than 60 minutes will be conducted. The interview will begin with a 30-minute presentation by the Offeror followed by questions from the committee members.

Evaluation of the Oral Presentation/Interview will be as follows:

1. Key Staff. Each key personnel staff attending the interview will present themselves to the Technical Evaluation Panel and describe their role and their experience conducting a project similar to the North Capitol Street Corridor project. (maximum points=5)
2. Offeror's demonstrated in-depth knowledge of project scope, potential required services, and technical and managerial project approach (maximum points=10)
3. Offeror's sample projects that demonstrate project relevance in terms of scope, scale, and context. Discuss the use of best practices, innovative designs, new technologies, awards, or other attributes that illustrate similarity of the sample project to the proposed North Capitol Street project. (maximum points=5)
4. Offeror's approach to how quality, performance schedule adherence and quality will be incorporated within this project. The Offeror shall include the approach to risk identification, assessment, and mitigation to ensure project success. (maximum points=10)
5. Offeror's answers to the 30-minute Technical Evaluation Panel Question and Answer session. (maximum points=10)

Maximum Interview points: 40

Total Maximum possible points: 140

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.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity; Proposer did not address the factors.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies are present.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

The rating scale is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror's score for each factor. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to fifty (50) points, using the Rating Scale above, if the District evaluates the Proposer's response as "Good," then the score for that evaluation factor is 4/5 of 50, or 40 points.

13. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

Name: TBD

Title: TBD

Agency: District Department of Transportation

Address: 250 M Street, SE Washington, DC 20003

14. RECEIPT OF QUESTIONS

All questions must be submitted via email to the Contract Specialist, Mr. Nic Abner at: nicalus.abner@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,

LaTonya T. Holland

LaTonya Holland
Contracting Officer - DDOT