

**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, 2022

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

**Title:** Request for Qualifications (“RFQ”) for  
Construction Management and Inspections Services  
for construction of Metropolitan Branch Trail (MBT)  
from Fort Totten to Takoma Metro Station Project

**Solicitation No:** OCPTO220025

**1. BACKGROUND**

The Metropolitan Branch Trail (MBT) will be constructing of a multi-use trail from Fort Totten Metro in NE, Washington, D.C to Takoma in NW, Washington, D.C. as shown on the project plans and indicated in the specifications and special provisions. The trail begins as off-road at the termination of the Fort Totten section of the Metropolitan Branch Trail along 1st Place NE continuing to the intersection of 1st Place NE and Riggs Road NE, then continuing up Riggs Road NE to the intersection with 1st Street NE, where it becomes on-street. Intersection improvements are proposed for Riggs Road NE at 1st Street NE and McDonald Place NE at New Hampshire Road NE. The off-road multi-use trail begins again at the intersection of McDonald Place NE and Blair Road NW continuing north along the northbound side of Blair Road to Aspen Street NW where it terminates. There is a second spur that is off-road on Sandy Spring Road NW, from Aspen St to Maple Street NW, which connects to a sidewalk along Maple Street NW to Vine Street. The project includes trail connections at Gallatin St and Eastern Ave, Piney Branch and Eastern Ave, and Cedar St and Spring Pl.

The following list provides a general description of the required work. The individual Special Provisions and Plan Drawings provide a detailed description of the work. The work includes, but is not limited to, the following items:

- a) Providing a construction schedule for the project and updating as necessary to keep current.
- b) Implementation and monitoring of vehicular and pedestrian traffic including signs, barricades and other transition devices; reconfiguring the devices in conjunction with changes in work areas; and their removal and disposal upon project completion, including restoration of disturbed areas for the duration of the construction.
- c) Mobilization and demobilization, provision and maintenance of work and storage areas, progress photographs, record drawings and as-built drawings, engineer's field facilities, field layout and performance of employee training.
- d) Document existing conditions prior to start of construction with photos and/or videos of residences and business within the corridor.
- e) Clearing and grubbing, within the limits of the project and as shown on the contract plans.
- f) Removal of unsuitable material, excavation, and backfilling and paving to construct new shared-use path.
- g) Protection and removal of trees during construction.
- h) Construction of a retaining wall modification, concrete barriers, railings, and fencing, as shown on the contract plans.
- i) Construction of a trail, roadway, sidewalk, and curb & gutter paving using various pavement sections, including hot mix asphalt, porous asphalt pavement, and concrete, as shown on the contract plans.
- j) Construction of drainage improvements, as shown on contract plans.
- k) Installation of landscape plantings and amenities, as shown on the contract plans.
- l) Placement of new permanent pavement markings, MUTCD signs, and wayfinding signs as shown on the contract plans.
- m) Construction of traffic signals and street lighting.
- n) Installation and maintenance of erosion and sediment control measures.
- o) Identification, locating, maintenance, coordination, support and protection of all utilities encountered during construction.

In addition to the above, any incidental items of work necessary to complete the project in accordance with the contract documents is included as part of this contract.

The contractor produces design calculations and shop drawings, for DDOT and facility owners' review and approval, in connection with his chosen system for temporary support structures or devices, protection shields, and other temporary work affecting the safety of the traveling public or workers on the project.

The contractor is fully responsible for protection against damage for the duration of the contract of all the utility structures within the contract limits and adjacent thereto. The utilities include, but are not limited to, public and/or private water, sewer, gas, electric and communication lines. No separate measure or payment will be made except as indicated in the plans. The cost of all other protective work will be covered and distributed among the contract pay items.

## **2. TASK ORDER COMPETITION**

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

- CC Johnson & Mahlotra
- Hayat Brown
- KCI Associates
- Pennoni
- Wallace Montgomery & Associates

## **3. APPLICABLE DOCUMENTS:**

- Contractor's respective IDIQ Contract terms and clauses (link below)
- DDOT Construction Management Manual, May 2020 (link below)
- DDOT Standard Specification for Highways and Structures 2013 (link below)
- DDOT Standard Drawing 2015 (or Latest edition) (link below)
- DDOT Design and Engineering Manual 2019 (link below)
- DDOT Green Infrastructure Standard 2014 (link below)
- Manual on Uniform Traffic Control Devices 2009 (link below)
- Construction Project Documents

<https://wiki.ddot.dc.gov/display/public/COMP/Standards>

- Plans entitled "Construction of Metropolitan Branch Trail (MBT) Fort Totten to Takoma Metro Station"

**Please note:** All offerors shall retrieve the Construction Project Plans for construction of Metropolitan Branch Trail (MBT) from Fort Totten to Takoma Metro Station Project electronically using the below" electronically using the below link:

[https://dcgovict-my.sharepoint.com/:b:/g/personal/salhawamdeh\\_ddot\\_dc\\_gov/ETN830osHKZPhTMWv\\_gwyI0ByAGT-AsIUoRBoMe9vVlxYw?e=WxHAty](https://dcgovict-my.sharepoint.com/:b:/g/personal/salhawamdeh_ddot_dc_gov/ETN830osHKZPhTMWv_gwyI0ByAGT-AsIUoRBoMe9vVlxYw?e=WxHAty)

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

A **19% DBE** subcontracting goal for firms certified as DBEs in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If Offeror does not meet the DBE goal, then Offeror will be required to demonstrate good faith efforts in accordance with Title 49, Subtitle A, Part 26 of the CFR. **The DBE goal is 19%.**

#### **5. SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY**

**5.1** Contractors who provide goods or perform services in person in District of Columbia facilities or worksites (“On-site Contractors”) shall ensure that each of their employees, agents, subcontractors, and supervised volunteers have been either (i) fully vaccinated against COVID-19 (as defined herein) or (ii) have been granted one of the exemptions identified below, are undergoing weekly COVID-19 testing, and only reporting to the District workplace when such test result is negative.

**5.2** Except as provided in 5.3, On-site Contractors may grant to their employees, agents, subcontractors, and supervised volunteers the following exemptions from vaccination against COVID-19:

- a. Persons who object in good faith and in writing that the person’s vaccination would violate their sincerely held religious beliefs and the granting of the religious exemption would not impose an undue burden consistent with federal law;
- b. Persons who have obtained and submitted written certification from a physician or other licensed health professional who may order an immunization, that being fully vaccinated is medically inadvisable as a result of the person’s medical condition. If such condition is temporary, a medical exemption may only be granted until the date on which taking the vaccine would no longer be medically inadvisable; or
- c. Persons who agree to be tested weekly for COVID-19 and provide a negative COVID-19 test result on a weekly basis.

**5.3** On-site Contractors may only grant to their employees, agents, subcontractors, and supervised volunteers who work in (i) a public, public charter, independent, private, or parochial school in the District, or (ii) a child care facility regulated by the Office of the State Superintendent of Education, the exemptions described in 5.2(a) and (b), and shall not grant those persons the exemption described in 5.2(c).

**5.4** On-site Contractors shall require their employees, agents, subcontractors, and supervised volunteers who have received one of the exemptions under 5.2 to wear a mask in the District facility or workplace and to provide the On-site Contractor with a negative COVID-19 test result on a weekly basis in order to report to work at the District facility or workplace.

The District may request a certification of compliance with this provision, proof of vaccination status, exemption documentation, and/or COVID-19 test results from On-site Contractors.

## **6. SCOPE OF WORK (“SOW”)**

The consulting firm, hereinafter referred to as “Consultant”, shall provide for the District of Columbia, Department of Transportation (DDOT), construction management services during construction of the Metropolitan Branch Trail (MBT) from Fort Totten to Takoma Project including monitoring of the construction work through inspection and testing, tracking progress against the construction schedule, checking and recommending interim and final payments, administrating changes, maintaining and filing records for audits, and providing documentary records that the project has been built in accordance with plans and specifications. The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, May 2020. The construction management and inspection services shall include, without limitation, the following:

### **6.1 General**

- The primary purpose and intent of this work is to provide DDOT the services of a qualified consulting firm to act under the general direction of the Engineer and the Project Engineer to assist in the construction management and inspection of project during the construction phase. Construction will be performed by a Contractor, who will be under contract with the district. The presence or duties of the Consultant’s personnel at a construction site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties belonging to the construction Contractors or other entities, and do not relieve the construction Contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work.
- The Engineer referred to herein shall be the District of Columbia, Department of Transportation’s Chief Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.
- The construction firm, to which the district has awarded the contract for construction of the Project, will be referred to herein as the Contractor.
- The construction Contract documents for the Project, including all specifications, special

provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.

The construction of Metropolitan Branch Trail Project measures as per the Contract document will be referred to herein as the project.

A certified work zone specialist shall be provided and shall perform reviews and enforce work zone safety requirements and advise the Contractor to correct any safety-related deficiencies.

The Consultant shall develop and implement comprehensive public participation including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties. Update the project webpage that will be housed on DDOT's website. All TO contract documents shall be in electronic and hard copy format which are uploaded onto SharePoint on real time and accessible to DDOT managers.

Ensure that the Contractor strictly follows the approved phasing plans for all work.

The Consultant shall monitor the Contractor for Disadvantaged Business Enterprise (DBE) participation as per the Contract documents including on time payment.

The Standard of Care applicable to Consultant's Services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.

## **6.2 Organization**

The Consultant shall:

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

## **6.3 Supervision and Inspection**

The Consultant shall:

- Place in charge of the work to be performed under this task order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
- Maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer.
- Provide staff to monitor and manage work whenever the Contractor is granted permission to work. The work times may extend beyond normal working hours or be at night.
- Provide equipment and materials necessary for the implementation of this Task Order, as discussed with DDOT officials, surveying equipment, testing equipment, communication equipment, transportation for project business, camera, handheld field pads, and office supplies as directed by the Engineer.

#### 6.4 Qualifications of On-Site Staff

The on-site staff shall include at a minimum, the following key personnel: One Project Manager, One Project Engineer, One Sr Inspector, the above on-site staff shall be full-time through the duration of the project.

The qualifications to inspect all aspects of the Project as well as the following minimum qualifications:

1. The Consultant's chief on-site representative (**Project Manager**), shall meet the following requirements:
  - a. Hold a Bachelor of Science Degree in Civil Engineering or Structural Engineering with Four (4) years of roadway construction experience acceptable to the Engineer or a Bachelor of Science Degree in Civil or Structural Engineering Technology with Four (4) years of roadway construction experience acceptable to the Engineer.
  - b. Be a registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers.
2. Technical personnel (**Project Engineer**), other than the on-site representative, assigned to the project must meet one of the following requirements:
  - a. Be NICET certified by as a Transportation Engineering Technician Construction, Level II or higher, with a minimum of Four (4) years of roadway construction experience acceptable to the Engineer.
  - b. Be licensed as a Professional Engineer with a minimum of one (1) year of roadway construction experience acceptable to the Engineer or be certified as an Engineer-in-Training with Four (4) years of roadway construction experience acceptable to the Engineer.

3. Inspectors (**Senior Inspector**), other than the on-site representatives assigned to the project but not limited must meet one of the following requirements:
  - a. Have a minimum of five (5) years full time experience, acceptable to the Engineer, as a construction engineer or inspector on roadway construction, with a State, County, federal or municipal department of transportation.
  - b. NICET certified by as a Transportation Engineering Technician Construction, Level II or higher.
- Provide documentation that shows at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.
- Provide all technical engineering design and analyses to be collected and submitted to the engineer on record for review and approval.

## **6.5 Procedures**

The Consultant shall:

Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design Consultant, utility companies, and all involved government agencies and public outreach with respect to all aspects of the Project. Upon approval by the Project Engineer, the Consultant shall implement such procedures.

## **6.6 Preparation of Correspondence**

The Consultant shall:

Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and the Contracting Officer or their designees. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, submittals, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, intergovernmental memoranda, memoranda to the file or any other written communication requested by the Project Engineer or the Engineer.

Preparation of correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing.

Correspondence shall be prepared within the time schedule established by the Project Engineer.



## **6.7 Job Site Records**

The Consultant shall:

Maintain and secure at the job site, as well as on DDOT's SharePoint, on a current basis all Contract and TO contract records including: TO and Contract documents, addendums, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, submittals, catalog cuts, transmittal letters, minutes of meetings, progress schedule file, reading file, utilities file, quality assurance records, concrete mixing records, delivery tickets, National Park Service file, Water and Sewer Administration file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design Consultant's correspondence, subcontractors and supplier files and materials, quantity computations, partial payment records, samples, diaries, inspector's daily reports, daily personnel and equipment records, accident reports, certifications, progress photographs, and any other related documents situationally necessary or as deemed necessary by the Project Engineer.

Logs of all records shall be maintained on a current basis and maintained on DDOT's SharePoint. These files shall be open to District at all times. Prior to final payment to the Consultant, such records, drawings, and samples shall be delivered to the Engineer.

## **6.8 Meetings**

The Consultant shall:

- a. Become familiar with the plans, specifications and other related documents. Convene and conduct a meeting with the Chief Engineer and Project Engineer within two (2) weeks after execution of the first Task Order for the purpose of preparation of the base line schedule with the Contractor and planning for pre-construction meeting.
- b. Assist the DDOT Project Engineer in conducting a preconstruction meeting attended by all stakeholders, and act as liaison in subsequent meetings with their representatives and the Contractor at a location identified and supplied by the Engineer.
- c. Schedule and conduct project meetings as needed when approved by the DDOT Project Engineer with representatives of the District, the Contractor and/or other interested parties, to discuss such matters as procedures, progress, issues, project coordination, DBE utilization, and equal employment opportunity.
- d. Prepare detailed minutes of all meetings and distribute copies to all parties within three (3) working days. Minutes of all meetings shall be uploaded onto DDOT's SharePoint.

## **6.9 Contract Scheduling**

The Consultant shall:

- Receive, review, evaluate for conformance to the Contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.
- Complete the review/evaluation of the Contractor's Critical Path Method (“CPM”) schedule within fourteen (14) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.
- Provide constant surveillance of the Contractor’s activities for conformance to the approved schedule and Contract. Provide within 3 days a written notice to the Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage charges, if any, as provided in the Contract.
- Program the Contractor's approved CPM Schedule into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or the District, or others.
- Consultant is not authorized to perform work on any task or work beyond the services completion date identified in this task order.

## **6.10 Shop and Working Drawings**

The Consultant shall:

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

Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the Consultant shall log the shop drawings and distribute with transmittal to the design Consultant and DDOT, in accordance with the Contract documents, project agreements and permits within three (3) working days of receipt.

The Consultant shall:

- Ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies.
- Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.
- Confirm work is in accordance with the approved shop drawings and material Certification for compliance with the Contract drawings and specifications.

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

Once the Contractor submits working drawings and PE stamped calculations directly to the project field office, the Consultant shall log the documents and distribute with transmittal to the design Consultant and DDOT, in accordance with the Contract documents, project agreements and permits within three (3) working days of receipt.

The Consultant shall:

- Ensure the work is in accordance with the reviewed working drawings and erection plans by the Engineer of Record for the project and reviewing agencies.
- Assist the DDOT Project Engineer when progress of review adversely affects the project schedule.

## **6.11 Assurance of Material Quality**

The Consultant shall:

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

## **6.12 Maintenance of Traffic (MOT)**

The Consultant shall:

- Review MOT plans submitted by the contractor for each sign structure location and provide review comments to the contractor within fourteen (14) days after obtaining review comments from DDOT traffic safety office, resolve the comments and obtain approval by DDOT for the MOT plans.
- Conduct the implementation of the approved MOT or Temporary Traffic Control plan during construction and updated the DDOT traffic control officer; and update the record as per the requirement.
- Have copy of the approved MOT plan available and go over each phase with your project team and the contractor ahead of time to implement the recommendation.
- Before allowing the contractor to close any lanes, contact the DDOT project engineer and make sure the lane closure is approved by the engineer and the lane closure is communicated to the DDOT communication office to distribute to the public. In addition, distribute the lane closures to the residents and businesses in the area.

- Assist DDOT in coordinating the construction work including the lane closures with the National Park Service (NPS), Federal Highway Administration (FHWA), and other stakeholders.
- Provide project communication plan to the DDOT project manager for review and approval including list of stakeholders within fourteen (14) days.

### **6.13 Contractor's Resources**

The Consultant shall:

Monitor the adequacy of the Contractor's progress, schedule, personnel and equipment and the availability of necessary materials and supplies for conformance to the Contract requirements and approved baseline schedule. If the Consultant determines the Contractor's resources, operations or procedures may lead to a delay or the lack of compliance with District or Federal requirements, notify the Project Engineer in writing of such determination and provide recommendations to prevent the delay.

### **6.14 Inspections and Interpretations**

The Consultant shall:

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

### **6.15 Correction of Discrepancies and Deficiencies**

The Consultant shall:

- Notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work.
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- Make recommendations for correction if requested and assist the Project Engineer in assuring the Contractor's compliance with DDOT's requests for correction.
- In the event that the Contractor fails or refuses to correct such discrepancies or deficiencies, report the same to the Project Engineer.

The Consultant is not authorized to change the Contractor's scope of work.

## **6.16 Vibration Monitoring**

### **A. Vibration Monitoring Plan.**

Prior to initiating a particular activity which requires vibration monitoring, the Consultant shall submit a Vibration Monitoring Plan. The plan shall be submitted a minimum of 10 working days prior to beginning the particular construction activity.

The Plan shall include the following:

- a) A description of the monitoring equipment
- b) Recommendations for vibration limits for the particular construction activity under consideration, or recommendations for a test program, if the vibration limits cannot be predetermined. Justification shall be provided for all recommendations.
- c) Recommendations for structures, utilities and all other facilities which in the judgment of the Consultant require a pre and post construction condition survey. This recommendation shall pay particular attention to historic structures, structures in poor condition, structures supported by vibration sensitive materials which could cause settlement or loss of support, and structures which contain sensitive equipment or processes along the corridor. The Monitoring Plan shall also include methods for measuring deformation or settlement of selected structures, if deemed necessary by the Consultant or Engineer.
- d) Recommendations, if it is determined that the proposed construction activity could not be reasonably implemented without exceeding vibration limits that are necessary to protect adjacent facilities in the corridor.

As part of the review of the Monitoring Plan, the Engineer may require modifications to the submittal to include, but not limited to, surveying and monitoring of additional structures, the number of monitoring sites and the distances for monitoring. There may be a need for simultaneous setups with multiple monitoring devices.

## **6.17 Safety**

The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall always ensure safe working conditions for all employees, subcontractors, Consultants and others who may come in contact with, or be exposed to, any work performed to complete the TO contract.

## **6.18 As-Built Drawings and Specifications**

The Consultant shall:

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

## **6.19 Final Inspection**

The Consultant shall:

- Convene and conduct the final inspection.
- Prepare the punch list resulting from the final inspection.
- Send the Engineer and the Contractor a copy of the punch list.
- Verify all items on the punch list are completed by the Contractor in accordance with the Contract documents.
- At substantial completion, provide the Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract documents, except for those changes delineated in the letter.

The Final Inspection and certification by consultant is for the purpose of providing the Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction Contractor(s). Consultant neither guarantees the performance of the construction Contractor(s) nor assumes responsibility for construction Contractor's failure to perform work in accordance with the construction documents.

## **6.20 Maintenance of Records**

The Consultant shall:

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

## 6.21 Public Outreach

Task will include but not limited to the following:

- **Identify the public/Stakeholders** – Public Relations (PR) firm shall create an inventory of stakeholders such as: elected officials, community leaders, neighborhood and school organizations, businesses, church groups, ethnic organizations, homeowners’ associations, environmental or cultural organizations, special interest groups and civil rights groups.
- **Inform the public** – PR firm shall be responsible for keeping the public and other stakeholders informed throughout the life of the project. This responsibility will include distributing transportation plans and other documents, and creating press releases, monthly construction newsletters, display ads, meeting announcements and agendas, marketing materials flyers, multi-media materials and maintaining a website. The PR firm will also work closely with DDOT’s Office of Communications to disseminate information to the news media and to arrange media briefings, press conferences and interviews about the project as needed.
- **Public Outreach** - PR firm will form a steering committee if needed and establish contacts with community leaders to exchange information regarding the project. The PR firm will also facilitate public participation in all community meetings, steering committees, public hearings, charrettes and workshops. The staff of the PR firm participates in established community events and meetings. At each appearance, PR firm shall present surveys and comment forms to solicit input and feedback from community stakeholders. The organization seeks additional opportunities to gauge public sentiment.
- **Web Site** - Consultant shall develop and maintain a project web page for the duration of the project on DDOT’s website. Web page content will include but not limited to project background, weekly progress, schedule, pictures, announcement and notifications. At DDOT discretion, consultant shall provide website content to be used for DDOT internal website.

## 6.22 Equipment, Materials and Field Layout

The Consultant shall:

- Be equipped to perform the day-to-day work as per the task order with proper equipment & materials including but not limited to:
  - Laptop computers with all software applications and internet access (with enough capacity to do the work, and capable to have AASHTO-Ware field book and field manager);
  - Digital cameras.
  - Cell phones.
  - Concrete slump.
  - Temperature and air content equipment; and

- The consultant team is responsible for their transportation.
- Verify the accuracy of the Contractor's field measurements, locations of the sign structures, location of repair areas, size and location of the new traffic sign panels, locations of light fixtures in relation to the traffic lanes, vertical clearance and other field measurements as shown in the project contract documents.
- Coordinate with the Contractor with respect to the measurements to be taken, as required by the Contract, for the purpose of determining quantities. Verify the accuracy of the Contractor's measurements prior to the Contractor's proceeding with such work.

### **6.23 Suspension of Work – Delays:**

The Contracting Officer may order the Consultant in writing to suspend, delay, or interrupt all or any part of the Consultant's services under this Agreement for such period of time as he/she may determine to be appropriate.

If the performance of all or any part of the Consultant's services under this Agreement is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Contracting Officer in the administration of the Project, an adjustment shall be made for a reasonable and documented increase in the cost of performance of services under this Agreement (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption, except to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Consultant or for which an equitable adjustment is provided for or excluded under any other provision of this Agreement. These provisions do not apply to partial suspension of projects during winter months.

No claim under this Section shall be allowed for any costs incurred more than twenty and days before the Consultant shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order), unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of such suspensions, delay, or interruption, but not later than the date of final payment under this Agreement.

In the event work on any Project is suspended or otherwise delayed, in accordance with this Section, the District shall reimburse the Consultant for the costs of its full job-site staff as provided for under this Agreement for the first thirty (30) days of such delay provided that such staff has worked at the site during the days of such delay. The Consultant shall reduce the size of its job-site staff for the remainder of the delay period as directed by the Contracting Officer and, during such period, the district shall reimburse the Consultant for the staff on site in accordance with the provisions of this Agreement. Upon the termination of the delay, the Consultant shall restore its job-site staff to its former size, subject to the approval of the district.



## 6.24 Utility Coordination:

The D.C. code requires the various public utility companies to install all their lines and connections before a roadway are permanently paved. This generally puts the utility work on critical path for other work to follow. The utility construction engineers/inspectors must, therefore, be fully aware of the full scope of work to be performed by utility companies, their work sequence and schedule, and how the DDOT Contractors' schedule interfaces with the utility work scheduler(s). The CM will assist the Contractor coordinate with the utility companies to minimize the impact of DDOT work during construction.

The following are the major utility companies that can impact this project:

- PEPCO
- WASHINGTON GAS
- VERIZON
- COMCAST
- DC WATER
- WMATA

## 7. PERIOD OF PERFORMANCE:

The project is to be completed and delivered within thirty (30) months from the Notice to Proceed (NTP) date.

## 8. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date	To Whom
2	Organization Chart	Electronic	10 days from NTP	DDOT
3	Inspection Report	Electronic	Daily	DDOT
4	Project coordination procedure	Electronic	10 days from NTP	DDOT/ EOR
5	Correspondence Documents	Electronic	Daily	DDOT
6	Daily Job Site Records	Electronic	Daily	DDOT
7	Meeting Minutes	Electronic	Within 3 Working days	DDOT
8	Comments on proposed Contractor's schedule	Electronic	14 days from Contractor submittal	DDOT/ Contractor
9	Shop Drawings, Working Drawings and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
10	Assurance of Material Quality Report	Electronic	As needed	DDOT/ EOR

11	Review MOT Plan and Implementation of approved plan	Electronic	14 days after DDOT Review comments	DDOT
12	Contractor's Resources	Electronic	Daily and Weekly	DDOT
13	Materials Inspection and Certification	Electronic	As needed	DDOT
14	Correction of Discrepancies and Deficiencies	Electronic	As Needed	DDOT
15	Vibration Monitoring Plan	Electronic	10 days before implementation	DDOT
16	Surveys	Electronic and paper	As Needed	DDOT/ EOR
17	Review Invoices and Schedule updates	Electronic and Paper	Monthly	DDOT
18	Daily Records and Weekly Report	Electronic	Daily and Weekly	DDOT
19	Change order documents	Electronic and Paper	30 days from initiation	DDOT
20	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
21	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
22	Over-run estimated cost report	Electronic	Quarterly	DDOT
24	Marked set of As-Built Drawings and Specifications	Electronic and Paper	At completion of project	DDOT
25	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
26	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

## 9. INSTRUCTIONS TO OFFERORS

### 9.1 Qualifications Due Date

- Submissions, in whole, shall not exceed 40 pages in length.
- Qualifications are due on or before 2:00 PM EST on December 20, 2022.

## 9.2 Organization and Content

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

- 9.2.1 Section H of the SF 330 shall provide information regarding the following topics. The information should demonstrate an understanding of the requirement or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 10 of this TO RFQ.
- 9.2.2 Describe your understanding of the project's design complexities, and your experience and qualifications in overcoming the type of complexities identified.
- 9.2.3 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.
- 9.2.4 Provide qualifications and experience regarding implementing best practices and strategies for construction management services, including:
- Communication between stakeholders.
  - Experience utilizing QA/QC processes and their ability to ensure contract compliance.
  - Identification, management and mitigation of project risks.
  - 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.

## 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 five (5) evaluation factors and their relative importance for this requirement are as follows:

- Professional qualifications necessary for satisfactory performance of required services; (20 Points)
- Specialized experience and technical competence in the type of work required; (40 Points)

- Capacity to accomplish the work in the required time; (20 Points) and
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
- (20 Points)

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

- District eVAL
- Publicly available information

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The district will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

Total Possible Points: 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.

<b><u>Numeric Rating</u></b>	<b><u>Adjective</u></b>	<b><u>Description</u></b>
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.

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)**

**Samer Alhawamdeh, Project Manager**  
District Department of Transportation (DDOT),  
Infrastructure Project management Division  
(IPMD), Team 2

250 M Street, SE, Suite 600,  
Washington DC 20003

**Phone:** 202-369-4637

**Email:** [Samer.alhawamdeh@dc.gov](mailto:Samer.alhawamdeh@dc.gov)

## **13. RECEIPT OF QUALIFICATIONS**

If you have any question regarding the solicitation or requirement, please contact the undersigned at [Jeralyn.johnson@dc.gov](mailto:Jeralyn.johnson@dc.gov).

Sincerely,

Jeralyn Johnson  
Contracting Officer - DDOT