

Government of the District of Columbia

Department of Transportation



d. Office of Contracting and Procurement

DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE TASK ORDER (“TO”) SOLICITATION

Date: April 20, 2023

Category of Services: Category E – Traffic Engineering Services

Solicitation No.: OCPTO220082

Title: Request for Qualifications (RFQ) for Safe Routes to School (SRTS) Planning Assistance

1. BACKGROUND

The District of Columbia is currently implementing the Federal Safe Routes to School Program which was created by Section 1404 of *the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). The Safe Routes to School (SRTS) Planning Assistant Program constitutes one portion of DC’s SRTS Program.

- Infrastructure Studies - For school year 2022-2023, DDOT will select thirty (30) schools, at least one from each ward, to undergo comprehensive reviews of the bike and pedestrian safety infrastructure within the walk shed of each school and submit recommendations for improvements.
- Education and Encouragement Programming for citywide activities – the consultant will design, produce, and implement programming ideas and materials that can be used at multiple schools, under their own initiative.

The project will be comprehensive in scope, considering engineering, behavioral, social, and environmental factors that affect walking, biking, drop off/pick up, and other site-specific traffic safety issues on and around schools during hours of school operation. Traditional engineering/built environment factors including traffic signs, traffic signals, speed humps, speed tables, raised crosswalks, curb extensions, sidewalks, pavement markings, lighting, and parking shall be studied. Additional social, behavioral, and environmental factors such as teacher or

parental perceptions/attitudes toward walking/biking to school; employment and work flexibility of parents; household demographics including income and car ownership; topography; crime; and vehicle crashes may also be studied.

The SRTS Planning Assistance program will be overseen by the District Department of Transportation, Planning and Sustainability Division, Active Transportation Branch. This is a one-year (1) planning assistance project with the option of three additional one-year (1) periods.

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 specific rate of compensation* Task Order award is anticipated. The three firms are:

Mead & Hunt;
Volkert Engineering and
Stantec

3. Applicable Documents:

- Contractor’s respective Indefinite Delivery, Indefinite Quantity (IDIQ) Contract terms and clauses;
- The manual and guides listed below:

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

1. *Design and Engineering Manual (2019)*
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DEM-2019-01-01_DDOT_DEM_Updates_FINAL.PDF
2. *moveDC Multimodal Transportation Plan (2014)*
<http://www.wemovedc.org/>
3. *District of Columbia Pedestrian Master Plan (2009)*
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/pedestrianmasterplan_2009.pdf
4. *District of Columbia Bicycle Master Plan (2005)*
https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/bicycle_maste

5. Additional DDOT manuals and guides can be found at:
<https://ddot.dc.gov/page/standards-and-guidelines>

4. TASK ORDER SPECIAL PROVISIONS

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

4.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

- 4.1.1 The District may extend the term of this contract for a period of three (3) 12-month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the 30 day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.
- 4.1.2 If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 4.1.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 48 months.
- 4.1.4 DDOT will review the required deliverables at each design milestone as outlined in section 5 (“Scope of Work”) to determine if the option exercise is in the best interest of the District.

5. SCOPE OF WORK

General

This scope of work is for the SRTS Planning Assistance Project. The intent of this project is to provide comprehensive infrastructure planning reviews for thirty (30) individual schools for the next four years (one base year and three option years). The thirty new schools will be selected each year by DDOT. Each school is required to identify potential members of the staff or community to be the liaison or leader of the “SRTS School Team” with the consultant and DDOT team.

The Consultant shall work together with the school team lead to identify problem areas with the area of analysis primarily focused on the area adjacent to each school, but if necessary may extend to ¼ mile around the school for walking and up to ½ mile for bicycling. The Consultant shall also assist in identifying short and medium-term recommendations for each school. Short term projects will vary according to each school's SRTS study but the consultant shall help prioritize at least three (3) short term recommendations for rapid implementation.

City-wide programming activity types may address education, encouragement, enforcement, evaluation, and equity but shall not include engineering. These will not be included in the safety analysis and design reports for each school. Instead, the consultant shall provide a menu of general activities for schools city-wide to choose from if desired.

5.1 Task 1. Facilitate SRTS Safety Analysis and Design at Thirty Schools each year

The Consultant shall develop a SRTS Infrastructure Action Plan for each of the thirty (30) schools identified each year of this contract. Through this process, the Consultant shall assist each SRTS School Team in the identification of problems and proposed solutions. The Consultant shall develop SRTS strategies that are proven to improve safety. It is expected that due to different needs and requirements at each of the thirty schools, the individual action plans will be tailored to the needs of each school study area with a particular focus on the school zone.

Each school's SRTS Action Plan will identify short-term and medium-term engineering countermeasure recommendations to improve the safety of students and families' routes to and from school.

Throughout the project, the Consultant shall interact with the school SRTS team lead. This will encourage each school to maintain ownership of its SRTS program while also providing the Consultant with a liaison for school engagement and outreach efforts.

5.2 Task 2. Conduct School Area Analysis

As one component of each school's SRTS Action Plan, the Consultant shall conduct a broad school area analysis to identify safety problems near each school. The area of analysis should primarily focus on the area adjacent to each school but may extend to ¼ mile around the school for walking and up to ½ mile for bicycling. Data collection shall vary according to conditions at each school but is likely to include but not limited to such items as:

- Crash data (provided by DDOT)
- Sidewalk inventory/assessment (assessment criteria provided by DDOT)
- Lighting
- Crosswalk/crossing assessment (assessment criteria provided by DDOT)
- Walkability audits
- Mode split at each school (provided by school, see Task 3)
- Parent and student surveys (provided by school, see Task 3)
- Student household demographics (household size, ages, race/ethnicity, language, income, and car ownership)
- Health data

- Air quality data
- Drop-off/pick-up queuing distance or time
- Traffic counts
- Sign inventory/assessment
- Before and After Evaluations

The consultant shall provide short and medium-term recommendations to remedy safety issues identified during analysis.

5.3 Task 3. Meetings

School Meetings:

The Consultant shall hold a meeting with each school to explain the SRTS study process and hear their concerns regarding the existing safety infrastructure.

5.4 Task 4. Develop City Wide Education and Encouragement Programming

In addition to the thirty school safety analysis studies each year, the Consultant shall be responsible for the creation of a menu of education and encouragement programming. This programming will be promoted directly to the thirty study schools each year, but also promoted and made available to all schools in the District. The form of the programming can be in any format, online, virtual, printed, in person. The programming activities will be designed to be implemented independently by in-school staff, parents or PTAs, and will not be At least five (5) unique and engaging activities (or successful programming ideas updated and refreshed) will be created each year of this contract.

The Consultant shall be responsible for developing the design and creating a template that can be easily tailored for each school who may want to participate. For the 30 study schools, the Consultant shall work with the school to choose one activity and will provide all materials and instruct the SRTS School Team in how to implement the activity. Clear instructions shall also be developed for the other schools that may be interested in downloading and printing the materials themselves, on their own schedule.

The Education and Encouragement Programming shall be developed with an eye towards use in a cross-disciplinary learning environment, such as art, science/engineering/math, reading, etc., not just physical activity. Most of the activities shall be designed for use in elementary school classes, but at least one will be created for use in upper elementary and middle school classrooms. Activities shall also include ideas for implementation by PTAs or other community organizations, not just in-school staff.

At least one of the activities in Task 4 shall be in an online format with access to a survey via QR code. This survey can be educational in nature, but also include questions about daily active transportation habits, desires, and things that will encourage more students and their families to walk or ride bikes more often.

As necessary, the Consultant shall provide each school with materials and resources, such as Walkability/ Bikeability Checklists and Walking School Bus Guides. These materials are freely available from the National Center for Safe Routes to School (www.saferoutesinfo.org). Each school will be responsible for reproducing these materials for their use.

5.5 Task 5. Translate Vital Documents

The Consultant shall translate certain materials that are distributed to students and parents at the schools. Depending on the populations being served, translations will be needed in up to five languages (Spanish, French, Chinese, Vietnamese, and Amharic). DDOT will direct the Consultant regarding which documents need translation and in which languages.

6. GOVERNMENT REPOSIBILITIES

The District will:

1. Identify a project manager to serve as a single point of contact for project coordination and review.
2. Provide applicable documents and data related to the project, including:
 - Data relevant to completing tasks such as:
 - Crash data
 - Crime data
 - Topography
 - Sidewalks
 - Street Lighting
 - Crosswalk assessment criteria
 - Traffic count data
 - Traffic volume data
 - Pedestrian count data
 - Bicycle count data
3. Provide for the review and comment of materials prepared and submitted by the consultant as indicated in the above scope of work within 30 calendar days.

.7. Key Personnel Requirements:

Principal In Charge: The PIC shall have at a minimum 5 years experience leading projects of a similar size and scope.

Project Manager: The Project Manager shall have at a minimum 3 years experience as a Safe Routes To School planner

Principal Planner: The Principal Planner shall hold an American Institute of Certified Planner certification (AICP)

Senior Engineer: The Senior Engineer shall have at a minimum 8 years experience on projects of a similar size and scope.

Junior Engineer: The Junior Engineer shall have at a minimum 3 years experience on projects of a similar size and scope.

8. DELIVERABLES

- **Project Schedule.** Within 30 calendar days of notice to proceed (NTP), the Consultant shall submit a draft project schedule.
- **Meeting Materials.** Draft meeting materials should be submitted to the SRTS Coordinator for review at least one week prior to each scheduled meeting.
- **“Before” Evaluation Data Collection.** The consultant shall submit results from any approved “Before” data collected at each school as described under Task 2. The school is responsible for submitting completed “Student In-Class Travel Tallies” and “Parent Surveys.”
- **“After” Evaluation Data Collection.** The consultant shall submit results from any approved “After” data collection at each school. The school is responsible for submitting completed “Student In-Class Travel Tallies” and “Parent Surveys.”
- **Draft Recommendations.** Within 120 calendar days after the beginning of this contract, the Consultant shall submit draft recommendations for each of the 30 study schools.
- **Final SRTS Action Plans** due within 180 days of NTP
- **DDOT shall own all data,** documents, and analyses generated during the project period and extension period(s). The Consultant shall provide DDOT all files created including but not limited to documents, maps, photographs, surveys, databases, and analyses. Files shall be provided in digital, native file format unless specified by DDOT.

SOW Reference	Tasks and Deliverables	Due Date	Method of Delivery
Task 4 Develop City Wide Education and Encouragement Programming	Education and Encouragement Programming	30 calendar days from NTP	Electronic and hard copies as needed.
Task 2 Conduct School Area Analysis	School Area Analysis	September	Electronic, online.
Task 5 Translations	Translations of all vital documents	Fall	n/a_Electronic
Task 1 Facilitate and complete SRTS Safety Analysis and	Draft and Final SRTS Safety Analysis Action Plans and Designs	Within 120 calendar days from NTP	Electronic to DDOT

Design at 30 schools			
Task 3 Meetings	Meeting materials and project schedule	Within 180 calendar days from NTP	Electronic

9. PERIOD OF PERFORMANCE

The term of this contract is for a period of one base year with the option of 3, twelve (12) month extensions for a total duration not to exceed 48 months.

10. INSTRUCTIONS TO OFFERORS

10.1 Qualifications Due Date

Qualifications are due on or before 2:00 PM on Friday May 12, 2023.

10.2 Organization and Content

10.2.1 Offerors shall submit qualifications on the Standard Form (SF) 330 to include all parts and sections via email to Jeralyn.johnson at Jeralyn.johnson@dc.gov and ddot.aeschedule@dc.gov. Inclusion of other materials by reference will not be considered.

10.2.2 Section H of the SF 330 shall provide information regarding the following topics: School area safety infrastructure, encouragement programming for student bicyclists and pedestrians, innovative roadway safety designs to calm traffic near schools. The information should demonstrate an understanding of the requirement, or expound upon the experience and qualifications presented in the context of the requested information. The answers provided will be evaluated as a part of the qualifications in accordance with the evaluation criteria in Section 11 of this TO RFQ.

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

10.2.4 Provide qualifications and experience regarding implementing best practices and strategies, including:

Communication between stakeholders;

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

Identification, management and mitigation of project risks.

10.2.5 Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.

11. DISADVANTAGED BUSINESS ENTERPRISE GOAL

A 6% DBE subcontracting goal for firms certified as DBE's in accordance with Title 49, Subtitle A, Part 26 of the CFR has been established for this federally-assisted contract. The contract will be subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964. If 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.

12. 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; (30 Points)
2. Specialized experience and technical competence in the type of work required; (40 Points)
Describe your experience and strategies to ensure contractor compliance with scope, schedule and budget Include the identification of 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.
3. Capacity to accomplish the work in the required time; (20 Points)
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (10 Points)

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

13. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 12 in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

a.

<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 factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies are present.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

b. **Application of Rating Scale**

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

14. SPECIAL COVID-19 PROVISIONS

14.1 The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

14.2 The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

15. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

Name: TBD

Title:

Agency:

Address:

Telephone:

All questions must be submitted via email to the Contracting Officer, Ms. Jeralyn Johnson, at jeralyn.johnson@dc.gov. OCP/DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.

Sincerely,

Jeralyn Johnson
Contracting Officer –OCP/DDOT