

Government of the District of Columbia
Department of Transportation



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

d. Office of Contracting and Procurement

Date: August 21, 2023

Category of Services: A Roadway Design

Solicitation No. OCPTO230004

Title: Hill East II Design Services

1. BACKGROUND

The Hill East Phase II is comprised of eight (8) parcels within Reservation 13 (each, a “Parcel”, and collectively, the “Parcels”). DMPED has grouped these Parcels in two separate bundles. Bundle 1 consists of five (5) Parcels, which are known as Parcels A, B-1, B-2, F-2, and G-2, with 221,798 square feet in total land area. Bundle 2 consists of three (3) Parcels, which are known as Parcels C, E, and H, with 275,059 square feet in total land area.

DMPED intends to convey Bundle 1 and Bundle 2 to private developers (the “Bundle 1 Developer” and “Bundle 2 Developer”, respectively) in order for the Parcels to be developed into a mixed-use development (the “Development Project”) pursuant to the Hill East Phase II Bundle 1 Surplus Declaration and Disposition Approval Act of 2022 and the Hill East Phase II Bundle 2 Surplus Declaration and Disposition Approval Act of 2022.

In order to facilitate the development of the Development Project, certain work, including road and utility infrastructure must be completed on the site (“Phase 2 Infrastructure Project”).

1. TASK ORDER COMPETITION

The District is soliciting qualifications from three (3) firms awarded an A/E schedule containing **Category A – Roadway Design** including the provisions of the A/E contract. One Specific rates of Compensation Task Order award is anticipated.

. The three firms are:

- HNTB DC;
- Whitman Requardt; and
- Stantec

2. APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

- Contractor’s respective IDIQ Contract terms and clauses; and
- The manual and guides listed below:

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

Item No.	Document Type	Link	Date
1	Standards and Specifications for Highways and Structures	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-StandardsandSpecificationsforHighwaysandStructures	Current edition
3	Design and Engineering Manual	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-DesignandEngineeringManual	Current edition
4	Green Infrastructure Manuel	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-GreenInfrastructureManual	Current edition
5	ROW Manual	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-RightofWayManual	Current edition
6	Transportation Manual Plan	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-TransportationAssetManagementPlan(TAMP	Current edition
7	Work Zone Manual	https://wiki.ddot.dc.gov/pages/releaseview.action?pageId=204112538#StandardsandManuals(New)-WorkZoneManuals	Current

3. 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 consultant 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 consultant 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 consultant 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 consultant 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 consultant 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.

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

4. Project Area

See attachment A

5. Period of Performance

365 calendar days from task order award

6. Key Personnel Requirements

This project requires the following key personnel:

- 1) Engineer: shall have a minimum of 5 Years experience in Trees and Landscaping Design
- 2) Engineers: shall have a minimum of 5 Years experience in Geotechnical Investigation, and Pavement Design analysis.
- 3) Engineer : shall have a minimum of 5 experience in Street Lighting Design
- 4) Engineer: shall have a minimum of 5 Years experience in Traffic Signal Communication Design.
- 5) Engineer: shall have a minimum of 5 years years experience in Traffic Impact analysis and Construction Maintenance of Traffic
- 6) Engineer: shall have a minimum of 5 Years Experience in Drainage, Hydraulic and Stormwater Management.
- 7) Engineers: shall have a minimum 5 years experience in Streetscape design including Bike/Ped design
- 8) Engineer: shall have a minimum of 5 Years experience in Utility clearance including dry and wet
- 9) DC Licensed Surveyor: Shall have a minimum of 5 Years Experience in Control Survey and Topographic mapping

Note: Please ensure the required years of experience are clearly demonstrated on the required resume by indicating beginning and ending experience dates.

7. Project Tasks

Scope of Work

This scope of services provides design review services for the roadway and public infrastructure and construction associated with the Hill East Street development for Phase II.

7.1 Task 1 Project Management

The Consultant shall provide the following services:

- Provide design reviews, submission of work products, working closely with designer.
- Attend kick-off meeting with DEMPED for information exchange on the project
- Maintain project records (submittal and submittal review comments) on the DDOT Team 3 SharePoint site.
- Submit and obtain submittals approval to DDOT's departments responsible for the submittal approval.

7.2 Task 2 Design Reviews

The Consultant shall provide the following:

- Review of 30%, 65% and 100% plans, specifications, and reports for conformance with DDOT Standards and Guidelines and provide recommendation for acceptance or revise and resubmit comments.
- Disciplines involved in the reviews will include roadway, drainage, stormwater management, pavement design, site civil and utility, maintenance of traffic (MOT), traffic engineering, traffic signal, lighting, signage, geotechnical engineering, pavement markings, environmental and landscaping as per DDOT's design and engineering manual.
- Coordinate design submittal reviews, identify appropriate consultant and DDOT reviewers, compile comments, and distribute comments to developer//designer for submittals identified in the submittals section.
- Obtain approval from DDOT before returning comments to designer.
- Resolve issues and determine final disposition of review comments based on submission of Final Construction Plans.
- Coordinate with DDOT staff for independent DDOT review comments.

7.3 Task 3: Submittals, Deliverables, Schedule, and Assumptions

Submittals

Design reviews for the following submittals

- Preliminary Engineering Report, which includes overall Project details.
- Preliminary (30%) Plan Reviews.

Design Review Comment Logs

- Review Complete Packages

Deliverables

- Design Review Comment Logs
- Review Complete Packages
- Invoices and Progress Reports

All deliverables are to be delivered electronically to the DDOT CA

8. INSTRUCTIONS TO OFFERORS

8.1. Qualifications Due Date

8.1.1. Standard Form 330, Section H shall not exceed 25 pages in length. Resumes shall not exceed two (2) pages per key personnel.

8.1.2 Qualifications are due on or before Tuesday September 12, 2:00 pm,

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

ORGANIZATION AND CONTENT

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

8.1.3 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 9 of this TO RFQ.

9. 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:

- a. Professional qualifications necessary for satisfactory performance of required services; **(40 Points)**
- b. Specialized experience and technical competence in the type of work required; 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. **(40 Points)**
- c. Capacity to accomplish the work in the required time; **(10 Points)**
- d. 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)**

Maximum possible subtotal points: 100

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 Maximum possible points: 100

10 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 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.

11. SPECIAL PROVISION RELATED TO CITY ADMINISTRATOR’S ORDER 2022-3

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.

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.

12. CONTRACT ADMINISTRATOR

Name: TBD

Agency: District Department of Transportation

Address: 250 M Street SE, 5th Floor
Washington, DC 20003

Telephone:

Email:

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.

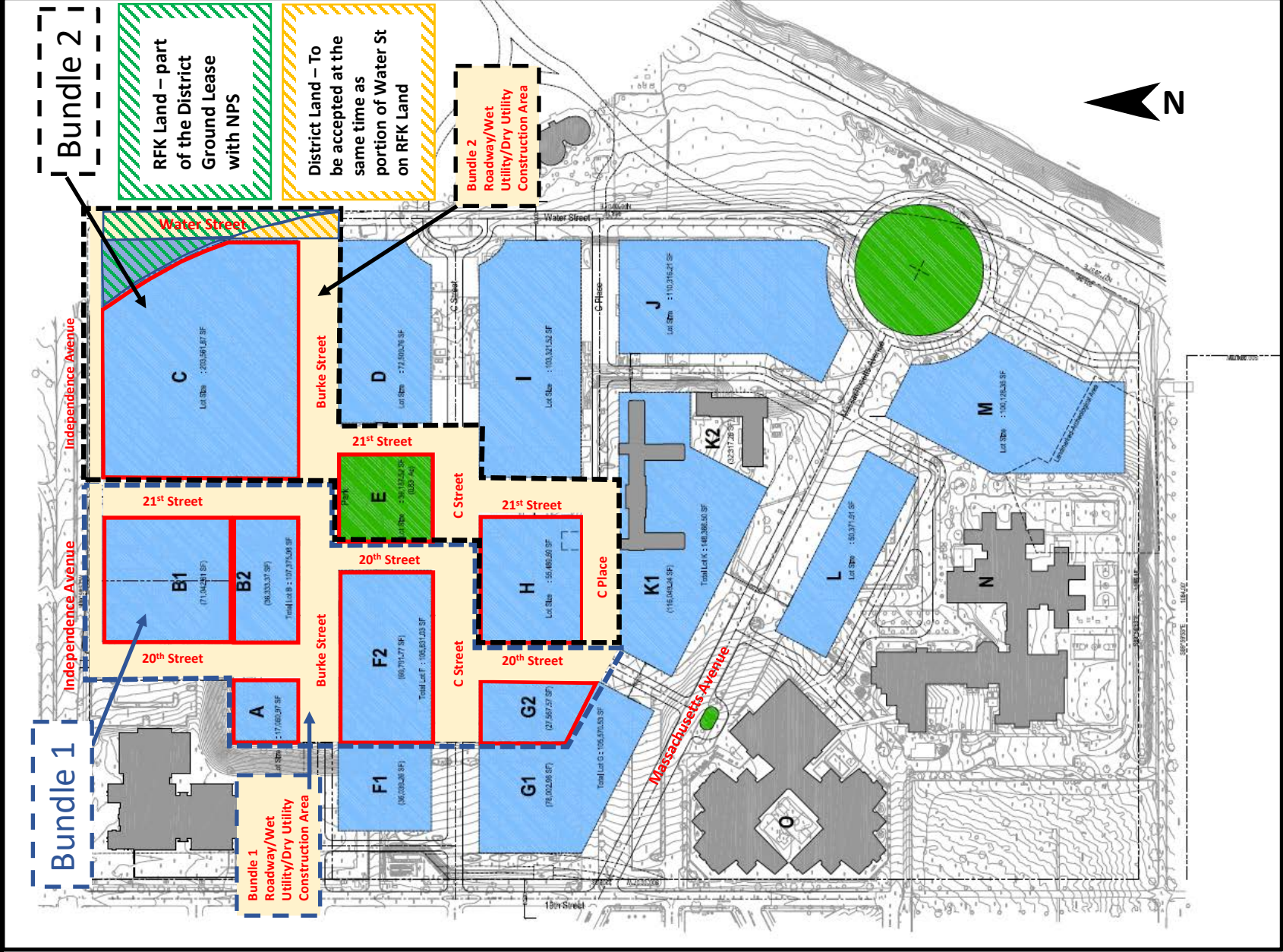
Sincerely,

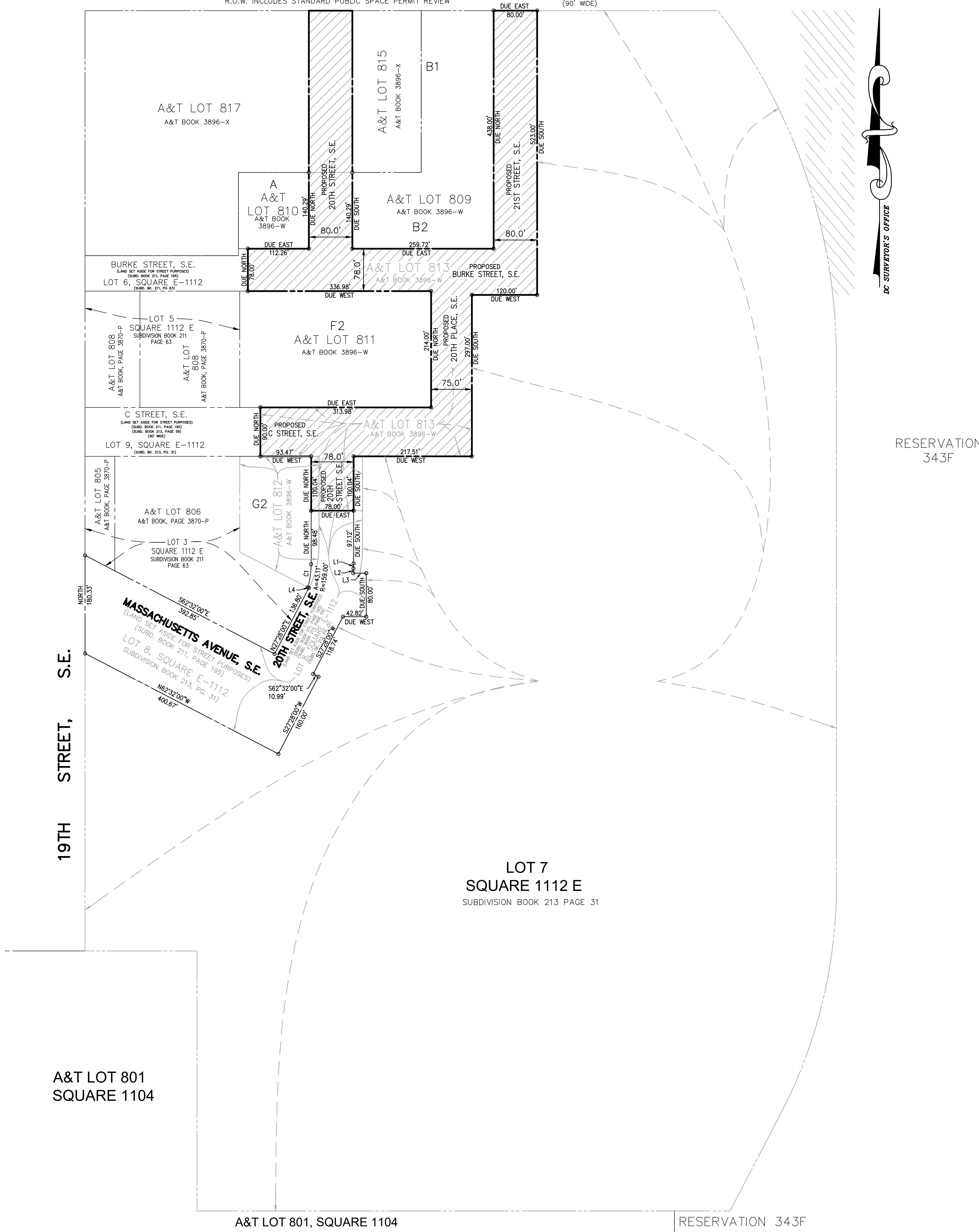
Jeralyn Johnson
Contracting Officer – OCP serving District Department of Transportation

ATTACHMENT A
PROJECT AREA

HILL EAST PHASE II DEVELOPMENT

Bundle 1 – Parcels A, B-1, B-2, F-2 and G-2
 Bundle 2 – Parcels C, E and H





NOTES:

1. THE HORIZONTAL DATUM IS BASED ON PLANS FROM THE OFFICE OF THE SURVEYOR OF THE DISTRICT OF COLUMBIA.
2. ALL BEARINGS AND DISTANCES ARE RECORD.

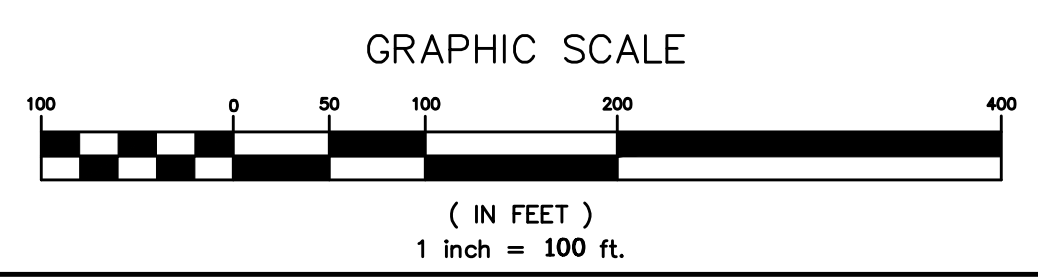
LEGEND

--- EXISTING PROPERTY LINE

PROPOSED RIGHT-OF-WAY

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S01°06'52"W	9.22'
L2	S03°16'22"W	8.64'
L3	DUE EAST	23.93'
L4	N62°32'00"W	2.22'

CURVE TABLE						
CURVE #	RADIUS	LENGTH	TANGENT	CHORD BRG.	CHORD DIST.	DELTA
C1	159.00'	43.11'	21.69'	N08°15'21"E	42.98'	15°32'02"



A&T LOT 812, SQUARE E-1112
 (A&T BOOK 3896-W)
A&T LOT 813, SQUARE E-1112
 (A&T BOOK 3896-W)
LOT 8, SQUARE E-1112
 SUBDIVISION BOOK 213, PAGE 31
PART OF LOT 7 IN SQUARE 1112 E
 SUBDIVISION BOOK 213, PAGE 31
 WASHINGTON, D.C.

EXHIBIT
 PROPOSED STREET LOTS A AND B

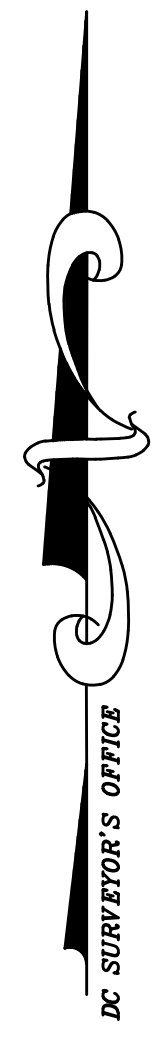
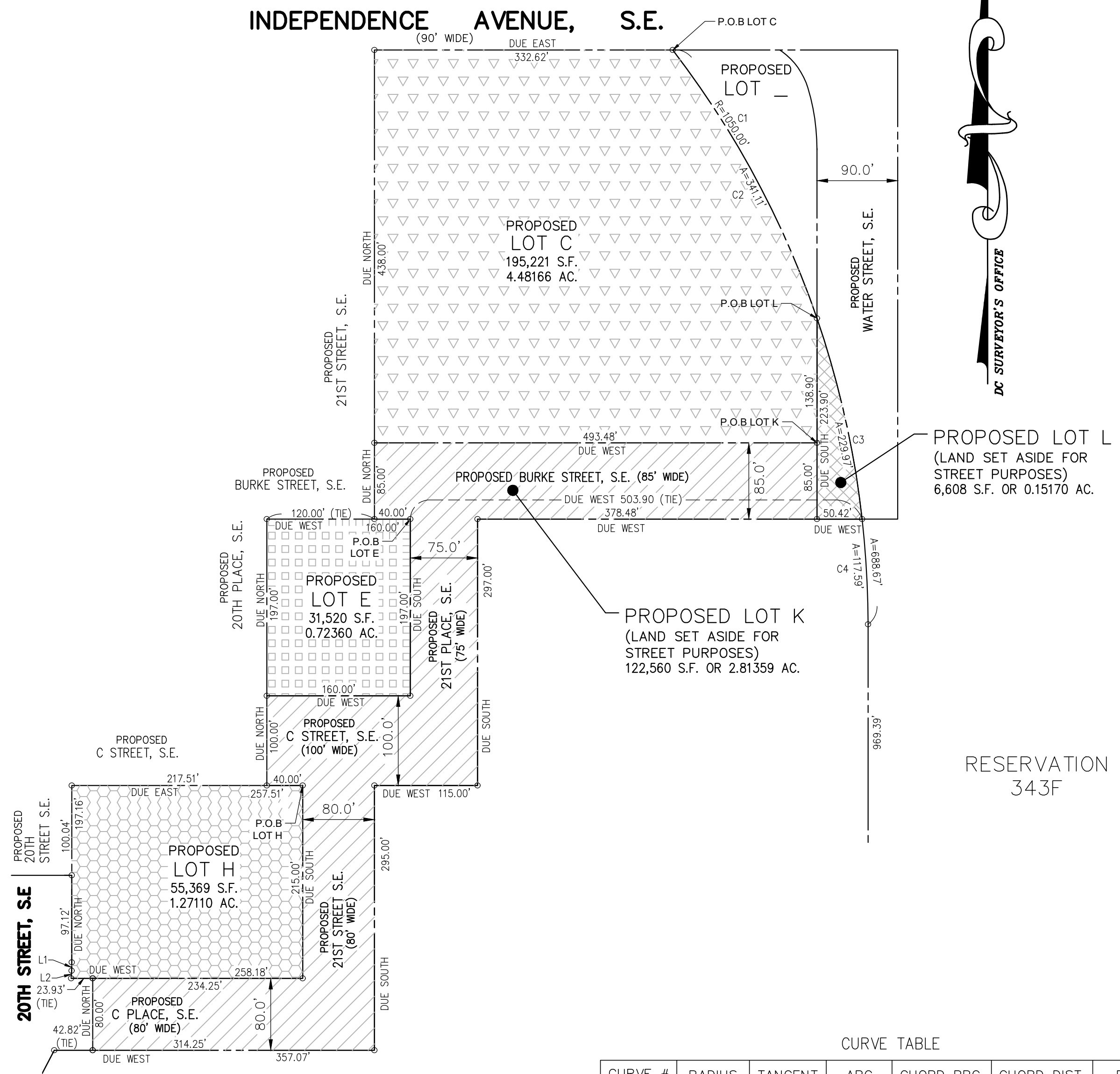
VIKA REVISIONS

DRAFT

DATE: MAY 9, 2023
 COMP. xx DWN. NS
 SCALE: 1"=100'
 PROJECT/FILE NO. VCO221F
 SHEET NO. 1

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LEGEND

- EXISTING LOT 7 PROPERTY LINE
- PROPOSED LOT C
- PROPOSED LOT E
- PROPOSED LOT H
- PROPOSED LOT K
- PROPOSED LOT L

CURVE TABLE

CURVE #	RADIUS	TANGENT	ARC	CHORD BRG.	CHORD DIST.	DELTA
C1	1050.00'	357.23'	688.67'	S18°47'22"E	676.39'	37°34'44"
C2	1050.00'	172.07'	341.11'	S28°16'20"E	339.61'	18°36'48"
C3	1050.00'	115.45'	229.97'	S12°41'28"E	229.51'	12°32'56"
C4	1050.00'	58.86'	117.59'	S03°12'30"E	117.53'	6°25'00"
C5	909.81'	222.56'	436.55'	S13°44'45"W	432.37'	27°29'30"
C6	245.00'	24.77'	49.36'	N05°46'20"E	49.28'	11°32'40"
C7	159.00'	21.69'	43.11'	S08°15'21"W	42.98'	15°32'02"

LINE TABLE

LINE	DISTANCE	BEARING
L1	9.22'	N01°06'52E
L2	8.64'	N03°16'22E

