

**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:**

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

**Solicitation No.:** OCPTO230026

**Title:** Request for Qualifications (RFQ) Innovative  
Freight Delivery Practices, Research & Analysis:  
Scope of Work for Consultant Support

**1. BACKGROUND**

Guided by its state freight plan, DDOT seeks to encourage and evaluate innovative ways to mitigate the freight impacts in the District, through programs such as delivery demand management (using education and incentives to reduce delivery conflicts), residential loading zones, separation of commercial loading and parking zones, and/or microhubs for last-mile deliveries. Before implementing these practices, DDOT would like to acquire baseline data to be able to analyze the effects of different mitigation strategies. DDOT seeks a consultant to collect data and provide analytical support for evaluating baseline conditions and develop recommendations for addressing them (via education, enforcement, policy, etc.).

**2. TASK ORDER COMPETITION**

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

Timmons Group;  
Stantec and  
VHB Metro DC

### 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](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 (2021)*  
<https://movedc-dcgis.hub.arcgis.com/>
3. *District of Columbia Pedestrian Master Plan (2009)*  
[https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/pedestrianmasterplan\\_2009.pdf](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\\_masterplan\\_2005\\_final\\_document\\_0.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/bicycle_masterplan_2005_final_document_0.pdf)
5. Additional DDOT manuals and guides can be found at:  
<https://ddot.dc.gov/page/standards-and-guidelines>
6. DDOT Guidance for Comprehensive Transportation Review (2022)  
<https://ddot.dc.gov/sites/default/files/dc/sites/ddot/CTR%20Guidance%20-%20January%202022%20Version%202.0.pdf>
7. DDOT Freight Plan (Interim 2022)  
[https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOTFrPlan\\_2023.06.12.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOTFrPlan_2023.06.12.pdf)
8. DDOT Curbside Management Study (2014)  
<https://wiki.ddot.dc.gov/display/public/COMP/Curbside+Management?preview=/94601888/101384487/District%20Department%20of%20Transportation%20Curbside%20Management%20Study.pdf>
9. DC Truck Map Brochure (2020)  
[https://ddot.dc.gov/sites/default/files/dc/sites/ddot/service\\_content/attachments/DC%20Truck%20Map%20Brochure\\_12.10.20\\_web.pdf](https://ddot.dc.gov/sites/default/files/dc/sites/ddot/service_content/attachments/DC%20Truck%20Map%20Brochure_12.10.20_web.pdf)
10. DC Interactive Truck & Bus Map (2022)

#### **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 four (4) 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**

##### **Scope of Work**

##### **5.1 Task 1a: Study Area Identification and Data Collection Methodology**

The consultant shall define each Study Area in conjunction with DDOT and determine the methodology(ies) of evaluation. For the purposes of this task, Study Area is comprised of a corridor up to 1 mile in length, or select block faces within that corridor identified in consultation with DDOT. A minimum of one (1) study area and up to five (5) study areas will be evaluated based on costs.

##### **5.2 Task 1b: Data Collection Methodology**

The consultant shall determine the methodology(ies) of evaluation for each study area. The consultant shall develop the data collection methodology appropriate to each study area based on the characteristics and goals of that study area. For example, the data collection methodology

would differ for residential corridors vs a commercial or mixed-use corridor. The data collection methodology should incorporate best practices from existing data collection efforts from DC government and from pilot projects (such as curbflow). The consultant shall draft the data collection methodology for review by DDOT before proceeding.

Deliverables:

1. Memo identifying selected study area(s) in conjunction with DDOT and evaluation methodology, with maps and graphics as appropriate.
2. Schedule for the development of each study area data collection and evaluation plan with key milestones.

### **5.3 Task 2: Conduct Baseline Analysis of Study Area(s)**

The consultant team shall monitor and evaluate the study areas with metrics identified in conjunction with DDOT per the methodology established in Task 1b. The consultant will conduct curbside activities that may include, but are not limited to:

- Two days of curbside observations with three 2-hour time periods each day (exact days and time periods to be determined in collaboration with DDOT) with data collected in person and/or via video installation
  - Number of double-parked vehicles blocking travel lanes
  - Availability of loading zones (i.e. 1 of 3 loading zone spaces unoccupied at each ½ hour observation) (1 space is defined as 20 ft)
  - Number of non-commercial vehicles blocking loading zones
  - Number of delivery vehicles blocking bus lanes/stop
  - Number of delivery vehicles blocking bike lanes
  - Dwell time by loading activity and vehicle type
- Evaluation of the number of citations for the previous six months (automated traffic enforcement or regular) including but not limited to double parking, speeding, unauthorized vehicle in loading zone, etc.
- Evaluation (using PD-10 data/narratives) of number, type, location, and vehicles involved of crashes from the most recent three years of available crash data.

Deliverables

1. Draft memo providing analysis of data collected within Task 2 in both narrative and graphic form and raw data to DDOT
2. Final memo summarizing data gathering and analysis that has addressed DDOT comments.

### **5.4 Task 3: Produce Full Report(s)**

The consultant shall write a summary report for each study area that summarizes previous tasks that includes key findings and recommendations for outreach, mitigations, and approach (via education, enforcement, policy, etc.). The recommendations should be based on the data collected and identify opportunities that could address the current issues as well as recommendations for the evaluation of potential future pilot initiatives.

Deliverables:

1. Draft report for each study area incorporating information from all tasks
2. Final report for each study area in a graphically designed layout consistent with the DDOT style guide that has addressed DDOT comments.

.6. Key Personnel Requirements:

6.1 Project Manager – required qualifications and skills:

- a. Have a minimum of five (5) years of experience working on projects in an urban context
- b. Demonstrated skill and experience in transportation planning, project management, and budget management

6.2 Transportation Planner – required qualifications and skills:

- a. Be AICP certified
- b. Have a minimum of three (3) years of experience in transportation planning in an urban context
- c. Demonstrated data analysis experience
- d. Demonstrated experience with freight planning in an urban context

**7. DELIVERABLES**

SOW Reference	Deliverable Title	Deliverable Description	Delivery Method
Task 1b. (1,2)	Data collection methodology	As defined above	As defined above
Task 2 (1,2)	Baseline analysis of study areas	As defined above	As defined above
Task 3 (1,2)	Full reports	As defined above	As defined above

**8. PERIOD OF PERFORMANCE**

The term of this contract is for a period of one base year with the option of 4, twelve (12) month extensions for a total duration not to exceed 48 months.

**9. INSTRUCTIONS TO OFFERORS**

**9.1 Qualifications Due Date**

Qualifications are due on or before 2:00 PM on 25 October, 2023.

## **9.2 Organization and Content**

9.2.1 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](mailto:Jeralyn.johnson@dc.gov); [nicalus.abner@dc.gov](mailto:nicalus.abner@dc.gov) and [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov) . Inclusion of other materials by reference will not be considered. Submission shall not exceed 25 pages.

9.2.2 Section H of the SF 330 shall provide information regarding the following topics: innovative Freight Delivery Practices, Research & Analysis 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.

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

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

1. Communication between stakeholders;
2. Experience utilizing QA/QC processes and their ability to ensure contract compliance;
3. Identification, management and mitigation of project risks.

9.2.5 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.

## **10. DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A N/A 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.

## **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; (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; (10 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. (20 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

## **12. SCORING METHODOLOGY**

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 11 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.

**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](mailto: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