

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 14, 2023

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

Title: Request for Qualifications (RFQ) for Construction
Management and Inspections Services for Reconstruction
Citywide Alley Restoration

Solicitation No: OCTO230056

1. BACKGROUND/PROJECT PURPOSE

The desired outcome of this RFQ is to have a contract with a qualified professional firm to efficiently, economically, and professionally assist DDOT with the program listed above. The outcome of this request will be hiring the most qualified firm to manage all aspects of the construction project for the District Department of Transportation (“Consultant”) The construction firm to which the District has awarded the contract for the construction of the Project will be referred to herein as the “Contractor”.

There are approximately 364 miles of alleys in the District. DDOT’s goal is to rehabilitate all alleys that are in poor condition by 2024 and prioritizes alley repair based on the condition of the alley assessed and community requests. DDOT prioritizes repairs based on inspections conducted when responding to alley repair requests submitted via the Mayor’s 311 Call Center. DDOT continued Mayor Bowser’s AlleyPalooza campaign and has completed work on over 1000 alleys since 2015. Thus, the District seeks the services of a qualified professional firm to assist in the management of the FY25 Alley Restoration Citywide contract.

Multiple project sites may be under construction simultaneously. Project sites may be added or removed as needed.

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 rates of Compensation Task Order award is anticipated. The three firms are:

- Daniel Consultants, Inc.;
- EXP US Services; and
- Wallace Montgomery

3. APPLICABLE DOCUMENTS:

- Contractor’s respective IDIQ Contract terms and clauses
- DDOT Construction Management Manual, May 2021
<https://ddotwiki.atlassian.net/wiki/spaces/CMM0309/pages/2059468806/Construction+Management+Manual>
- Construction Project Documents
 - IFB Solicitation DCKA-2018-C-0080
 - Associated Appendices
- The following documents are applicable to this procurement and are hereby incorporated by reference:

Title	Link
DDOT Standard Specifications for Highways and Structures, 2013	https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/DDOT_StandardSpecificationsHighwaysStructures_2013.pdf
DDOT Standard Drawings, 2015	https://d92016.eos-intl.net/eLibSQL14_D92016_Documents/396815346-Standard-Drawings-2015-Full-Doc.pdf
DDOT Construction Management Manual - May 2010 (Revised July 2010)	https://ddot.dc.gov/sites/default/files/dc/sites/ddot/page_content/attachments/DDOT%20Construction%20Management%20Manual%20rev%2007-01-2010.pdf
DDOT Work Zone Temporary Traffic Control Manual, 2006	https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/ddot_work_zone_temporary_traffic_control_manual_2006.pdf

Title	Link
DDOT 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

- Additional documents may be incorporated into any task order issued under the Contract.

Please note: All offerors shall retrieve the Construction Contract documents for City Wide Alley Restoration electronically using the below:

 [Alley Construction Contract](#)

4. MANDATORY SUBCONTRACTING REQUIREMENTS

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

5. KEY PERSONNEL REQUIREMENTS

A. Project Engineer – The Project/ Engineer shall at the time of submission of qualifications, at a minimum:

- Hold a Bachelor of Science degree in Civil Engineering, or similar Engineering degree or Construction Management and
- Hold a Professional Engineer (PE) license, with the District of Columbia's Board of Registration for Professional Engineers or Project Management Professional (PMP) or Certified Construction Manager (CCM) certification. and
- Have a minimum of 3 years of experience managing a construction contract.

B. Office Engineer – The Office Engineer, at the time of submission of qualifications, shall hold at a minimum:

- a Bachelor of Science Degree in Civil Engineering, Construction Management, or similar and
- Shall have at least one year of experience with construction contract documentation

C. Inspectors (4) – Inspectors shall, at the time of submission of qualifications, at a minimum:

- hold an Associate Degree in Engineering Technology or Construction Management, and
- and have a minimum of one year of sidewalk/pavement construction experience and
- be certified for Concrete Field, Asphalt Field, and Soils and Aggregate Compaction, and OSHA-10, from local or national certification programs such as VDOT, ACI, NICET, MARTCP.

D. Public Outreach Specialist The Public Outreach Specialist shall have three years of similar experience.

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

6. SCOPE OF WORK (“SOW”)

6.1 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 City Wide Alley Restoration 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:

6.2 REQUIREMENTS

- 6.2.1 shall provide staff to carry out inspection and coordination of all construction activities on the project as they are being performed, resolve field construction problems, and provide design input for changes to the contract administrator (CA).
- 6.2.2 Shall prepare, maintain, and secure on current basis all contract record including correspondence, change orders, claims, contract documents, partials payments, minutes of meeting, daily inspection reports, material tickets, construction estimates, as-built drawings, specifications, submittals, safety reports, accident reports, RFIs, non-compliance and rejection notices, etc.
- 6.2.3 Shall Accurately measure and record all quantity of items, which are to be paid for under the contract documents.
- 6.2.4 Shall verify the accuracy of the construction contractor's field measurements.
- 6.2.5 Shall review, comment, and recommend approval of the construction contractor's traffic control plan when necessary.
- 6.2.6 Shall ensure all staff have the necessary tools, technology, and equipment needed to properly conduct their work. If construction contractor uses an e-ticketing system, the Consultant shall accommodate and use the contractor's system.
- 6.2.7 Shall maintain good record keeping, upload all documentation into the DDOT specified shared filing system (electronic and hard copy), and update the project in the Protrack+ database or similar.
- 6.2.8 Shall research and provide any information regarding claims or FOIA requests.
- 6.2.9 shall submit an electronic inspector's daily report (IDR), weekly and monthly progress reports, weekly construction updates, weekly construction photos, and monthly invoices.
- 6.2.10 The Consultant's reports shall be subject to the review and approval of DDOT. DDOT will coordinate reviews with any other involved agencies and serve as the one point of contact for all review and approval. The Consultant shall prepare, modify, and correct all such non-conforming deliverables in sufficient detail to secure such approval.
- 6.2.11 Shall be responsible for the professional quality, technical accuracy, and the coordination of all studies, reports, recommendations, and other deliverables it furnishes under this contract. The Consultant shall, without additional compensation, correct or revise any non-conforming deliverables if the non-conforming deliverables is a result of errors in the Consultant's studies, reports, recommendations, and other deliverables.
- 6.2.12 Each week and month the Consultant shall submit a progress report to the CA. The progress report shall state the current financial status and progress of the project, any outstanding issues,

and any other additional data as requested by the CA. The proposed form of this report shall be submitted to the CA for review and approval prior to the first invoice for monthly payment.

- 6.2.13 Shall take comprehensive notes and create minutes of any meeting attended in connection with the contract, with special emphasis on recording any decision altering, expanding, or deleting any provision which may affect the contractual obligation. The contractor shall submit the meeting minutes to the DDOT CA within two days of said meeting.
- 6.2.14 Within the first three business days of the contractor submitting their monthly invoice, the Consultant shall compare the invoice to the Consultant's quantity tracking records and reconcile with the construction contractor. After this the Consultant shall make a list of discrepancies and bring these discrepancies to the attention of the CA. A report of all major activities of the previous month shall be attached to the invoice.

6.3 REPORTING

- 6.3.1 The Consultant shall keep accurate and detailed written records of the Project during all stages of construction; submit monthly written progress reports to the Project Engineer, including, but not limited to, information concerning the work of the Contractor, the percentage of completion, and the number and amount of change orders.
- 6.3.2 The Consultant shall prepare and maintain daily inspector reports of all job-site activities, an accurate daily equipment log, and list of visitors. The log shall contain time of arrival and departure on the job site, records complying with DDOT requirements. The Consultant shall upload all project reports and records into DDOT Share Point, update ProTrack Plus, and closely related Cityworks work orders & service requests.
- 6.3.3 The Consultant's reports are subject to the review and approval of DDOT. DDOT will coordinate reviews with any other involved agencies and serve as the one point of contact for all review and approval. The Consultant shall prepare, modify, and correct all such non-conforming deliverables in sufficient detail to secure such approval.
- 6.3.4 The Consultant shall be responsible for professional quality, technical accuracy, and the coordination of all studies, reports, recommendations, and other deliverables. The Consultant shall, without additional compensation, correct or revise any non-conforming deliverables if the non-conforming deliverables is a result of errors by the Consultant.
- 6.3.5 The Consultant shall submit a progress report to the assigned DDOT Project Manager bimonthly. The progress report shall state the current project status, any outstanding issues, and any other additional data as requested by the DDOT Project Manager. The proposed form of this report shall be submitted to the DDOT Project Manager for review and approval prior to the first invoice for monthly payment.
- 6.3.6 The Consultant shall take comprehensive notes and record meeting minutes. The Consultant shall submit meeting minutes to the DDOT Project Manager within 3 days of said meeting.

6.3.7 Within the first 5 days of each month, the Consultant shall submit a construction cost report for the previous month for review and invoice reconciliation, make a list of discrepancies and bring these discrepancies to the attention of the DDOT Project Manager. A report of all major activities of the previous month shall be attached to the Invoice.

6.3.8 Within 3 days of receiving an invoice from the contractor, the Consultant shall review the invoice and determine whether it is acceptable for approval or should be rejected.

6.3.9 The Consultant shall maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall always be open to the Engineer and shall be turned over to him at the completion of the task. The information recorded in the diary shall include descriptions of work progress, specific problems encountered, corrective actions taken, weather conditions and other pertinent project information.

6.3.10 The Consultant shall prepare and maintain daily inspector reports of all job-site activities, accurate daily equipment, and visitor. The log shall contain time of arrival and departure on the job site, records complying with DDOT requirements. Upload all project reports and records into DDOT Share Point and update ProTrack Plus.

6.3.11 The Consultant shall accurately measure and record item quantities, which are scheduled to be paid under the Contract documents.

6.3.12 The Consultant shall verify the accuracy of the Contractor's field measurements.

6.3.13 The Consultant shall prepare, record, and store all contract records including correspondence, change orders, claims, Consultant documents, partial payments, meeting minutes, daily inspection reports, construction estimates, as-built drawings, specifications, submittals, safety reports, accident reports, RFI's, schedules, non-compliance, and rejection notices, etc.

6.4 CHANGE ORDERS

6.4.1 The Consultant shall make written recommendations, including detailed justification and cost estimates, to the Engineer for such changes in the Contract, as the Consultant may consider necessary.

6.4.2 The Consultant shall analyze requests for changes submitted by the Contractor for merit and make recommendations to the Engineer.

6.4.3 The Consultant will receive directives to prepare change orders from DDOT's Project Management Division. Upon approval of the Engineer, the Consultant shall prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence, and backup documentation in accordance with DDOT procedures.

6.4.4 The Consultant shall provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's

labor, equipment and materials used in the work.

- 6.4.5 In instances were requested by the Engineer, The Consultant shall negotiate final change order price with Contractor and make recommendations, complete with substantiation, to the Engineer.
- 6.4.6 The Consultant shall evaluate change orders and provide a recommendation.
- 6.4.7 The Consultant shall analyze requests for changes to the work and make recommendations to the Engineer. Consultant shall prepare all change order documents including justification, specifications, time extensions, Engineer's estimate, correspondence, and backup documentation in accordance with DDOT procedures.
- 6.4.8 The Consultant shall provide inspection and record change order work to be paid for by change order price.

6.5 CLAIMS

- 6.5.1 The Consultant shall maintain documentation of all contractual liability claims. In the event any claim is made, or any action brought against the District. The Consultant shall assist in the preparation of all correspondence, written reports with supporting documentation, Contracting Officer's ("CO") decisions, and findings of fact necessary to resolve disputes.
- 6.5.2 The Consultant shall participate in hearings including the Department of Administrative Services hearings, Contract Appeals Board hearings and court hearings as required.
- 6.5.3 The Consultant shall receive, investigate, and answer all complaints and inquiries from property owners, citizens, and officials, following approval of responses by the COTR, Engineer and DDOT's Chief Public Information Officer (PIO).
- 6.5.4 The Consultant shall refer complaints to the construction contractor and maintain a log showing the disposition of each complaint. The Consultant shall refer unresolved complaints, with recommendations to the COTR or Engineer, Contractors, subcontractors, and equipment and material suppliers on the Project, or their sureties.
- 6.5.5 As directed by the COTR or Engineer, the Consultant shall maintain a current, marked set of as-built drawings and specifications. The Consultant shall verify deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction contractor. Upon completion of construction, the Consultant shall provide the COTR or Engineer with a professional engineer that meets the key personnel requirements listed above ~~certified set of marked as-built drawings and specifications.~~

6.6 FINAL INSPECTION

- 6.6.1 The Consultant shall convene and conduct the final inspection and prepare the punch list for any outstanding items resulting from the final inspection. The Consultant shall ensure the Engineer and the Contractor are provided with a copy of the punch list.

6.6.2 Prior to determining completion, the Consultant shall verify that the Contractor completes all items on the punch list in accordance with the Contract. Upon closeout of the punch list, the Consultant shall provide the COTR or Engineer with a letter, signed by the Contractor's designated representative, certifying that the Project was constructed in substantial conformance with the Contract.

6.7 FINAL REPORTS

6.7.1 The Consultant shall prepare all DDOT required final reports, to include but not limited to final payment vouchers, material certifications and analyses of overrun and underrun of quantities.

6.7.1 The Consultant shall analyze and report on the Contractor's time of completion and prepare justifiable time extensions or recommend assessments of liquidated damages, incentive, or disincentive charges, as appropriate. The Consultant shall provide to the COTR or Engineer all project records in accordance with District standards and requirements and return to the District any original calculations, survey notes, engineering or other data provided by the District upon contract closeout. The Consultant shall provide certification thereon of all original as-built plans, calculations, maps, engineering data, final estimates, and any other data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this Task Order shall be delivered to and become the property of the District.

6.8 MAINTENANCE OF RECORDS

6.8.1 The Consultant shall maintain and secure all Contract records to include, but not limited to: Contract documents, general correspondence, Consultant's insurance policies, change orders, time extensions, claims, test requests and related results, material certifications, shop drawings, catalog cuts, transmittal letters, Federal Highway Administration (FHWA) inspection reports, meeting minutes, progress schedule files, reading files, utilities (DC Water, Washington Gas, Verizon, Comcast, PEPCO, and etc.) files, quality assurance records, concrete mixing records, delivery tickets, value engineering recommendations, traffic maintenances, Notices to Proceed, general memoranda and correspondence from the CO, Design contractor, subcontractors and supplier correspondence, obstruction notices, construction progress reports, findings of fact, weekly training reports, quantity computations, partial payment records, samples, diaries, inspector's reports, daily personnel and equipment records, accident reports, progress photographs, and any other related documents deemed necessary by the Project Engineer. Prior to final payment, the Consultant shall deliver all records, drawings, and samples to the COTR or Engineer.

6.8.1 The Consultant shall ensure all documentation, referenced above, is available for review, inspection, or audit by the COTR, Engineer or other authorized representatives of the District and Federal governments at the Consultant's office at all times during the contract term and for a period of 3 years from the date of final payment. The Consultant shall furnish copies of requested materials upon request.

6.9 PUBLIC OUTREACH

6.9.1 The Consultant shall inform the public and all stakeholders of the project prior to its beginning.

6.9.2 The Consultant shall provide a Public Relations (PR) staff on part time basis, to identify the stakeholders for the project. The Consultant's PR staff shall create an inventory of elected officials, community leaders, neighborhood and school organizations, businesses, religious organizations, ethnic organizations, homeowners' associations, environmental or cultural organizations, special interest groups and civil rights groups to identify and classify project stakeholders.

6.9.3 The Consultant shall create memorandums to local governments, press releases, display ads, agendas, marketing materials and flyers. The Consultant shall also handle distribution of transportation plans, agendas, and brochures to stakeholders.

6.9.4 The Consultant's PR staff shall participate in community meetings and facilitation of steering committees, public hearings, charity functions and workshops, pertaining to the Project. The Consultant's staff shall also participate in community events and community meetings that adhere to the protocols established by DDOT. When needed, the Consultant's PR staff shall present surveys and comment forms to solicit input from community stakeholders and gauge public sentiment.

6.10 SAFETY

6.10.1 The Consultant shall receive, review, make recommendations on the Contractor's safety program submittal and maintenance of traffic plans. If the Consultant observes practices or conditions at the construction site which appear to be inconsistent with safety requirements, the Consultant shall immediately stop the contractor from working and create a report to be delivered to the Project Engineer.

6.11 UTILITY COORDINATION

6.11.1 The D.C. code requires the various public utility companies to install all their lines and connections before a roadway is permanently paved. This generally puts the utility work on a 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 Consultant shall assist the Contractor coordinate with the utility companies to minimize the impact of DDOT work during construction.

6.12 EQUIPMENT AND MATERIALS

6.12.1 Provide equipment and materials necessary for the implementation of this Contract,

as discussed with DDOT officials. These include surveying equipment, testing equipment, communication equipment, measuring equipment, personal protective equipment, transportation, phones, cameras, handheld field pads, computers, and office supplies; or as directed by the Engineer.

6.13 SUPERVISION AND INSPECTION

6.13.1 The Consultant shall maintain a competent fulltime inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a fulltime, onsite representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer

6.14 PREPARATION OF CORRESPONDENCE

6.14.1 Prepare correspondence pertaining to the project for the signature of the 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 and 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, typing of its final form, distribution, and filing. Correspondence shall be prepared within the time schedule established by the Engineer.

6.15 JOB SITE RECORDS

6.15.1 The Consultant shall maintain and secure at the office site, on a current basis, all Contract records including: Contract documents, addendums, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, traffic maintenance, Notice to Proceed, memoranda, CO's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design consultant's correspondence, subcontractors and suppliers, quantity computations, partial payment records, samples, diaries, inspector's reports, daily personnel and equipment records, accident reports, certifications, schedules, progress photographs, and any other related documents deemed necessary by the Project Engineer. Logs of all records shall be maintained. These files shall always be open to the District. Prior to final payment to the Consultant, such records shall be delivered to the Engineer.

6.16 MEETINGS

6.16.1 The Consultant shall become familiar with all contract documents then convene and conduct a meeting with the Engineer and Project Engineer within 2 weeks after execution of this Contract with the purpose of discussing the implementation of the Contract.

6.16.2 The Consultant shall conduct a kickoff/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.

6.16.3 The Consultant shall arrange and conduct other conferences and meetings as needed.

6.16.4 The Consultant shall schedule and conduct Project meetings as necessary to be attended by the Contractor, representatives of the District and/or other interested parties to discuss such matters as procedures, progress, problems, scheduling, and equal employment opportunity.

6.16.5 The Consultant shall prepare detailed minutes of all meetings and distribute copies to all parties within three days of the meeting's conclusion.

6.17 CONTRACTOR'S RESOURCES

6.17.1 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. If the Consultant determines that the Contractor's resources, operations, or procedures may lead to a delay and/or the lack of compliance with District or Federal requirements, notify the Project Engineer in writing of that determination and provide recommendations to prevent the delay.

6.17.2 The Consultant shall not allow the contractor to overspend a purchase order under any circumstances.

6.18 INSPECTIONS AND INTERPRETATIONS

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

6.19 CORRECTION OF DISCREPANCIES AND DEFICIENCIES

6.19.1 Notify the Project Engineer, in writing, of all discrepancies and deficiencies found in the work. 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 Contracting is not authorized to change the Contractor's scope of work.

7. TASK ORDER SPECIAL PROVISIONS

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

7.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

- 7.1.1 The District may extend the term of this contract for a period of one (1) 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.
- 7.1.2 If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 7.1.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 24 months.
- 7.1.4 DDOT will review the required deliverables at each design milestone as outlined in section 6 (“Scope of Work”) to determine if each option exercise is in the best interest of the District.

7.2 PERIOD OF PERFORMANCE:

Base Year: one year (365 days) and 1 (one year) option period.

8. DELIVERABLES

SOW Reference	Deliverable	Method of Delivery	Due Date	To Whom
Sec 2	Organization Chart	Electronic	14 days from NTP	DDOT
Sec.3	Inspection Report	Electronic	Daily	DDOT
Sec.4	Project coordination procedure	Electronic	10 days	DDOT/ EOR
Sec.5	Correspondence Documents	Electronic	Daily	DDOT
Sec.6	Daily Job Site Records	Electronic	Daily	DDOT
Sec.7	Meeting Minutes	Electronic	Within 3 Working days	DDOT

Sec.8	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
Sec.9	Material Certification	Electronic	As needed	DDOT/ EOR
Sec.10	Review of MOT Plans and Implementation of approved plan	Electronic	14 days after DDOT review comments	DDOT
Sec.11	Contractor's resources	Electronic	Daily and Weekly	DDOT
Sec.12	Materials Inspection and Certification	Electronic	As needed	DDOT
Sec.13	Correction of discrepancies and deficiencies			
Sec.14	Reviewed Invoices and Schedule updates	Electronic and Paper	Monthly	DDOT
Sec.15	Daily records and weekly Report	Electronic	Daily and Weekly	DDOT
Sec.16	Change order documents	Electronic and Paper	30 days from initiation	DDOT
Sec.17	Evaluate and recommend on the proposed VECP's	Electronic and Paper	As needed	DDOT/ Contractor
Sec.18	Review, comment and recommend on claim document	Electronic and Paper	As needed	DDOT/ Contractor
Sec. 19	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
Sec. 20	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

8. INSTRUCTIONS TO OFFERORS

8.1 Qualifications Due Date

Qualifications are due on or before 200 PMFriday December 6, 2023

8.2. Organization and Content

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

All questions must be submitted via email to the aforementioned email addresses no later than seven (7) calendar days before the due date for submissions identified in § 8.1.

8.2.1 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.

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

8.2.3 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.

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 five (5) 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) including 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.
3. Capacity to accomplish the work in the required time; (10 Points) and
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)

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

10. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 9 in accordance with the rating scale

- a. 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.

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

11. CONTRACT ADMINISTRATOR (CA)

Name: TBD

Title:

Agency: District Department of Transportation

Address: 250 M Street, SE, 3rd Floor, Washington DC 20003

Telephone:

Sincerely,

Jeralyn Johnson

Contracting Officer - DDOT