

**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:** 29 Nov 2023

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

**Solicitation No.:** OCPTO230065

**Title:** Request for Qualifications (RFQ)  
Construction Management Services for  
Rehabilitation of I-395 HOV (Rochambeau) Bridge  
over Potomac River

**1. BACKGROUND**

Work under this project consists of rehabilitation of the existing fifteen-span concrete deck slab supported on continuous steel girders, concrete beams, and reinforced concrete substructure piers carrying I-395 HOV Freeway Bridge (Bridge No. 169-1) over Potomac River, approach roadway work at Washington D.C. and Virginia ends of the bridge, bridge light upgrades, and other work as shown on the contract drawings and as specified in these Special Provisions.

The following list provides a general description of the project work under the general construction contract. The individual Special Provisions provide a detailed description of the work. Special Provisions and related Contract Drawings cover the work which includes, but is not limited to the following:

- a) Mobilization, demobilization, layout, provision and maintenance of work and storage space, Engineer’s field facilities including boat, float-in-construction platforms, progress documentation and performance of employee training.
- b) Establishment and maintenance of temporary traffic including signs, pavement markings, barriers, barricades and other transition devices; reconfiguring the devices in conjunction with changes in work areas; and their removal and disposal of upon project completion, including restoration of areas disturbed by temporary traffic detours to their original condition. Implementing and monitoring of maintenance of vehicular and pedestrian traffic for the duration of construction period.

- c) Protection of existing utility lines during construction. Provision for necessary supports for utility lines per Contract drawings and instructions provided in the appendices of the special provisions.
- d) Implementation of sediment and erosion control measures during construction including installation/maintenance of erosion and sediment control devices, and their disposal.
- e) Mill, hydro-demolition and placement of latex modified concrete (LMC) overlay of the bridge deck structure.
- f) Repairs, cleaning, and reconstruction of the deck joints.
- g) Concrete spall and crack repairs on deck and deck underside, piers, and abutments.
- h) Repairs of stone cladding on piers including mortar cracks, missing mortar, and cracked stone.
- i) Removal and reconstruction, in stages, of the specified portion of Pier A including the deck joint closure, i.e. joint elimination.
- j) Milling and resurfacing of the approach roadway pavement sections and Installation of permanent pavement markings and signs.
- k) Reconstruction of composite pavement section.
- l) Repairs to bridge superstructure steel components and bearings including cleaning and painting.
- m) Repair of prestressed concrete beam ends.
- n) Jacking and replacement of bearings at North, South Abutments, Piers A and B.
- o) Rehabilitation and repair of bridge drainage system.
- p) Replacement of existing fender system attached to Piers 10 and 11 of I-395 HOV Bridge (Bridge No. 169-1, known as Rochambeau Memorial Bridge) which extends to I-395 Southbound Bridge (Bridge No. 1133 known as George Mason Memorial Bridge) piers.
- q) Repair of the existing dolphin system at Piers 10 and 11.
- r) Construction of granite curb, brick gutter, Portland cement concrete (PCC) curb and gutter, and pedestrian railings.
- s) Electrical work including the removal and installation of roadway and bridge lighting upgrades including fabrication and installation of new light poles, and re-connections to existing conduit and wiring facilities. Existing LED lighting fixtures will be salvaged and attached to the new poles and mast arms. Existing lighting standards and old fixtures will be delivered to a storage yard assigned by the Engineer.
- t) The placement of topsoil, seed, mulch, and sod in areas.
- u) Regrade and restore all disturbed areas back to their original or better condition.

## **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category D – Construction Management and Inspection 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:

1. Dewberry
2. C.C. Johnson & Malhotra P.C.
3. Whitman, Requardt and Associates, LLP

### **3. Applicable Documents:**

- a) Contractor’s respective Indefinite Delivery, Indefinite Quantity (IDIQ) Contract terms and clauses;
- b) 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:

- a. DDOT Design and Engineering Manual, 2019
- b. DDOT Construction Management Manual, 2021
- c. Utility Policies and Procedures Manual, 2020
- d. DDOT Standard Specifications for Highways and Structures (The “Gold Book”), 2013
- e. DDOE Stormwater Management Guidebook, 2013
- f. DDOT Utility Manual, 2019
- g. DDOE Standards and Specifications for Soil Erosion and Sediment control, 2003
- h. DDOT Green Infrastructure Standards, 2014
- i. Manual on Uniform Traffic Control Devices (MUTCD), 2009 Edition
- j. DC Water Design and Construction Standards, 2020
- k. DDOT Standard drawings, 2015
- l. DDOT Bridge Inspection Manual, 2021
- m. DDOT Environmental Manual, 2012
- n. DDOT Work Zone Manuals for Pedestrians Safety and Work Zone Standards, 2007
- o. Additional DDOT manuals and guides can be found at:  
<https://ddot.dc.gov/page/standards-and-guidelines>

### **4. TASK ORDER SPECIAL PROVISIONS**

N/A

### **5. SCOPE OF WORK**

The consulting firm, hereinafter referred to as “Consultant”, shall provide for the District of Columbia, Department of Transportation (DDOT) Construction Management and Inspection services during Rehabilitation of I-395 HOV (Rochambeau) Bridge over Potomac River.

The Consultant shall provide staff, support services and related services to carry out inspection, coordination, and supervision of construction activities at the project as they are being performed, resolve field construction problems, and provide expert input for any changes to the Project. The Consultant shall evaluate construction related problems for DDOT in the construction of the Project and report to the Project Engineer for immediate action.

Consultant shall track construction progress against the construction schedule, check and

recommend interim and final payments, administer and document changes, maintain and file records for audits, and provide documents records that the project has been built in accordance with plans and specifications.

The Consultant shall provide a fixed price for the assigned work using negotiated labor rates, equipment usage and other needed services, as well as a schedule for completing the services.

The Consultant shall adhere to the procedures and requirements of the DDOT Construction Management Manual, 2021. The construction and inspection services shall include, without limitation, the following:

### **5.1 General**

- a) The Chief Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Engineer. The Project Engineer will be the DDOT representative at the job site.
- b) The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.
- c) The construction Contract documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract. All contract documents shall be in electronic and hard copy format which are uploaded onto DDOT's SharePoint (SP) in frequent and continual basis as specified and accessible to DDOT managers. A portion of the Consultant performance will be evaluated based on the accuracy and maintenance of the SP website and files.
- d) The Consultant shall develop and implement comprehensive public participation including but not limited to development of public participation work plans, preparation of necessary presentations and documentation to explain to the stakeholders the potential impact of the project on their daily lives. The Consultant shall also prepare a project mailing list of stakeholders, groups and interested parties. Update the project website that will be stored on DDOT's site.
- e) The Standard of Care applicable to Consultant's Services will be high degree of skill and diligence employed by professional engineers or Consultants performing the same or similar Services on projects of similar size and scope in the Washington, D.C. metropolitan area.

### **5.2 Organization, Supervision and Inspection**

#### **The Consultant shall:**

- a) Establish, subject to the approval of the Chief Engineer or his on-site representative, on-site organization, and lines of authority to carry out the overall plans of DDOT in all aspects of the Project.
- b) Place in charge of the work to be performed under this task order a designated representative who shall be an experienced Construction Manager. A Consultant's designated on-site representative shall meet key personnel requirements as described in Section 6 Key Personnel Requirements.
- c) Maintain a competent full-time inspection staff for the inspection and coordination of the Project. Consultant's Construction Manager shall be responsible for the supervision of the

Consultant's staff and coordination with the Project Engineer. Inspectors working on this project must be experienced in proper urban construction. Any other specialty certifications as required in this RFQ, Section 6 Key Personnel Requirements, must be current and available during the construction stage of the project.

- d) Prepare, maintain, and secure on current basis all contract records including correspondence, change orders, claims, contractor documents, partials payments, minutes of meetings, daily inspection reports, construction estimates, as-built drawings, specifications, submittals, safety reports, accident reports, RFIs, non-compliance and rejection notices, etc.
- e) Accurately measure and record all quantity of items, which are to be paid for under the contract documents. Verify the accuracy of the construction contractor's field measurements.
- f) Prepare and submit within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff, including a brief resume on each individual on the staff, organization chart, the size of staff, the job classifications and salaries of staff personnel for review. Any subsequent staff changes shall be subject to prior written approval of the Project Engineer.

### **5.3 Preparation of Correspondence**

- a) Prepare correspondence pertaining to the project for the review and signature of the Project Engineer and the Contracting Officer or their designee. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, submittals, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, intergovernmental memoranda, memoranda to the file or any other written communication requested by the Project Engineer or the Engineer. Preparation of correspondence will include the composing of drafts for review by the DDOT Project Engineer, revising as directed by the DDOT Project Engineer, preparing its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Project Engineer.

### **5.4 Meetings**

#### **The Consultant shall:**

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

minutes of such meetings and distribute copies to all parties within 3 working days. The Consultant shall submit meeting minutes to the Project Engineer within 2 days of said meeting for review and approval before distribution to all other attendees.

### **5.5 Job Site Records**

- a) DDOT SharePoint website will be the main and most accurate depository of all Project Records. Consultant shall keep the website updated on a weekly basis as a minimum.
- b) Consultant shall work with designated Project Engineer to establish the best file management approach to implement and maintain in DDOT SharePoint site.
- c) 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, 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 Project Engineer.
- d) The Consultant shall ensure all documentation, referenced above, is available for review, inspection or audit by the Project Engineer or other authorized representatives of the District and Federal governments 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.

### **5.6 Contract Scheduling**

#### **The Consultant shall:**

- a) Receive, review, evaluate for conformance to the contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule, cost, resource analysis and subsequent monthly updates.
- b) A monthly written schedule review shall be included with the monthly payment recommendation letter, that provides all justification and/or documentation necessary for payment of regular scope of work and any incentive or disincentive charges as provided in the Contract.
- c) Record and analyze delays caused by the Contractor or the District
- d) Complete the review/evaluation of the Contractor's Critical Path Method ("CPM") schedule within fifteen (15) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date.
- e) Provide constant surveillance of the Contractor's activities for conformance to the approved schedule and contract. Provide timely written notice to the Project Engineer when the Contractor is not in compliance with the approved schedule and Contract. Provide all justification and/or documentation necessary to establish or calculate liquidation damage

charges, if any, as provided in the contract.

- f) Program the Contractor's approved CPM into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or the District, or others.

### **5.7 Shop and Working Drawings**

- a) Once the Contractor submits the shop drawings and PE stamped calculations directly to the project field office, the Consultant shall log the shop drawings and distribute with transmittal to the Design Consultant and DDOT in accordance with the Contract documents, project agreements and permits within 3 working days. The Consultant shall ensure the work is in accordance with the approved structural shop and working drawings by the Engineer of Record for the project and reviewing agencies. Advise the DDOT Project Engineer when progress of review adversely affects the project schedule.
- b) Confirm work is in accordance with the approved shop drawings and material certifications for compliance with the Contract drawings and specifications.

### **5.8 Assurance of Material Quality:**

- a) The Consultant shall provide equipment and materials necessary for the implementation of this Contract, these includes but not limited to 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 Project Engineer.
- b) Obtain and submit materials and samples for testing to the DDOT QA/QC Division as specified in the Contract and DDOT Construction Management Manual, 2021. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and/or products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland Cement concrete, masonry concrete, tack coat, prime coat, base course, embankment fill, structural backfill, steel reinforcement, waterstop, curing compounds, sealers, welded wire fabric, brick, post-tensioning wire, strands, bars, tendon grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division.
- c) Review for contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the contract requirements, unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers.
- d) The Consultant shall perform testing and sampling of concrete, asphalt and other construction materials at the job site and shall ensure that samples are timely and properly stored, maintained in the temperature-controlled environment and delivered to the DDOT testing laboratory for testing per DDOT Standard Specifications.

### **5.9 Correction of Discrepancies and Deficiencies**

- a) The Consultant shall notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent 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 Consultant is not authorized to change the Contractor's scope of work.

#### **5.10 Change order Management**

- a) The Consultant shall make written recommendations, including detailed justification and cost estimates, to DDOT for such changes in the Contract, as the Consultant may consider necessary.
- b) The Consultant shall analyze requests for changes submitted by the Contractor for merit and make recommendations to DDOT.
- c) The Consultant shall receive directives to prepare change orders from DDOT. Upon approval, 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.
- d) In instances requested by DDOT, the Consultant shall negotiate final change order price with the Contractor and make recommendations, complete with substantiation, to the DDOT.
- e) The Consultant shall evaluate change orders and provide a recommendation.
- f) The Consultant shall analyze requests for changes to the work and make recommendations to DDOT. The Consultant shall prepare all change order documents including justification, specifications, time extensions, Project engineer's estimate, correspondence, and backup documentation in accordance with DDOT procedures.
- g) The Consultant shall provide inspection and record change order work to be paid for by change order price.

#### **5.11 Claims**

- a) 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.
- b) The Consultant shall participate in hearings including the Department of Administrative Services hearings, Contract Appeals Board hearings and court hearings as required.
- c) The Consultant shall receive, investigate, and answer all complaints and inquiries from property owners, citizens and officials, following approval of responses by the District.
- d) 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 Project engineer, Consultant, subcontractors, and equipment and material suppliers on the Project, or their sureties.

#### **5.12 Safety**

- a) The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall always ensure safe working conditions for all employees, subcontractors, consultants and others who may come in contact with, or be exposed to, any work performed to complete the contract.
- b) The consultant shall review and make recommendations on the Contractor's safety program submittal and maintain on file safety programs developed by the Contractor. 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 report to be delivered to the Project Engineer. The performance of such services by the Consultant shall not relieve the Contractor of responsibility for the safety of persons and property, and compliance with all statutes, rules, regulations, and orders applicable to the conduct of the work.

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

- a) The Consultant shall, as directed by the Project Engineer, maintain at the job site a current, marked set of as-built drawings and specifications. (Red Line set). Such a set shall be updated on a weekly basis. The Project Engineer reserves the right to check the accuracy of the changes identified in the field with the changes shown on the set for payment verification purposes.
- b) It is the Consultant's responsibility to obtain accurate field measurements and incorporate Design field changes/ RFI's, any changes authorized by DDOT, identify known deviations, as-constructed depths, and other modifications as annotated by the construction Contractor.
- c) Upon completion of construction, provide the Project Engineer with a certified set of the marked as-built drawing and specifications set in hard copies and electronic copies (pdf and dgn file formats).

### **5.14 Reporting/Deliverables:**

- a) As directed by DDOT, 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 DDOT with a certified set of marked as-built drawings and specifications. Red line changes shall be incorporated on the master set on a weekly frequency and shall match any changes reported on the Inspector's Daily Report (IDR). See Section 5.15 *As-Built Drawings and Specifications*
- b) 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 Consultant, the percentage of completion, and the number and amount of change orders.
- c) 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 deliverable(s) if the non-conforming deliverable(s) is a result of errors by the Consultant.
- d) The Consultant shall submit a progress report to the project engineer on a weekly basis. The progress report shall state the current project status, any outstanding issues, and any other additional data as necessary to keep the District fully informed about the project including that requested by the Project Engineer. The proposed form of this report shall be submitted to the Project Engineer for review and approval prior to the first invoice for monthly payment.
- e) Within the 3 days of invoice submission by the Contractor, Consultant shall review and notify the Contractor if submitted invoices are acceptable or required additional changes. The Consultant shall keep construction cost tracking on a monthly basis for review and invoice reconciliation, make a list of discrepancies and bring these discrepancies to the attention of DDOT. A report of all major activities of previous month shall be attached to the Contractor's invoice.
- f) Upon receiving an invoice from the Consultant, the Project Engineer will review the invoice

and determine it is acceptable for approval or be rejected.

- g) The Consultant shall maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be always open to the Project Engineer and shall be turned over to him at the completion of 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.
- h) The Consultant shall prepare and maintain Inspector Daily Reports (“IDR”) of all job-site activities, accurate daily equipment, and visitors. The log shall contain time of arrival and departure on the job site, records complying with DDOT requirements. All project reports and records shall be uploaded into DDOT SharePoint.
- i) Accurately measure and record item quantities, which are scheduled to be paid under the Contract documents.
- j) Prepare, record, and store all contract records including correspondence, change orders, claims, Consultant documents, partials 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.

#### **5.15 Public Relations**

- a) The Consultant shall inform the public and all stakeholders of the project prior to its beginning.
- b) The Consultant shall provide Public Relations (PR) staff 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.
- c) 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.
- d) 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.
- e) The Consultant shall maintain a public facing website through DDOT Hub Site and provide biweekly updates on construction activities, including meeting announcements, traffic advisories, and two-week look aheads. Web site content will include but not limited to project background, weekly progress, schedule, pictures, announcement and notifications. At DDOT discretion, consultant shall develop and provide web site content to be used for DDOT internal website.

#### **5.16 Final Inspection**

- a) 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 Project engineer and the Contractor are provided with a copy of the punch list. When beneficial, the consultant shall coordinate the walkthrough with DDOT agency staff directly responsible for operation and maintenance.

- b) Partial punch lists at the request of the contractor will be only allowed when Phased construction, scheduling, or another project required to partially accept a work element.
- c) The Punchlist shall identify the deficiency, a picture if needed, to illustrate the deficiency and the accepted correction action.
- d) Consultant shall coordinate with the project Engineer and other DDOT divisions.
- e) 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 Project Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the Contract, except for those changes delineated in the letter. The Final Inspection and certification by Consultant are for the purpose of providing the Chief Engineer a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the Contractor(s). Consultant neither guarantees the performance of the Contractor(s) nor assumes responsibility for the Contractor's failure to perform work in accordance with the construction documents.

### **5.17 Final Reports**

- a) 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.
- b) 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 Project 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.
- c) The Consultant shall provide certification thereon of all original as-built plans, calculations, maps, engineering data, final estimates, and any other data produced. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of said Task Order shall be delivered to and become the property of the District.

## **6. Key Personnel Requirements**

### **6.1 Construction Manager**

The Construction Manager (CM) shall be responsible for the entire project including supervision of the Consultant's staff, attending progress meetings, keeping DDOT updated, and coordinating between field inspectors and Contractor's superintendent to maintain coverage of the work being performed. The Construction Manager shall coordinate with the Civil and Structural inspectors on non-conforming work and shall determine with DDOT when Non-Conformance Notices are to be issued. He/she shall coordinate and supervise the repair work, and update DDOT's electronic databases such as SharePoint as the work progresses. The Construction Manager shall also perform reviews of the work of the Consultant staff, advise the staff of the results of the reviews and monitor the implementation of any corrective action, and be responsible for all tasks traditionally performed in this role using construction management-agent best practices. The Construction Manager shall review the Inspector Daily Reports ("IDR") for accuracy, countersign the IDRs, and prepare a daily diary of project progress and events. The Construction

Manager shall be responsible for regular and timely reporting to DDOT Representative on the progress of the work and shall promptly report any major deviations from the schedule, the contract price, or the quantity of the work. When it is needed during construction, the Construction Manager shall prepare or obtain an independent cost estimate, have a full knowledge of the Change Order process, and be able to prepare a change order package ready for approval by the Contracting Officer (“CO”).

The Construction Manager shall hold a Bachelor of Science Degree in Civil Engineering or Structural Engineering with minimum five (5) years of bridge construction experience in high traffic/ urban environment projects acceptable to the Engineer and be a registered Professional Engineer, whose registration is acceptable to the District’s Board of Registration for Professional Engineers.

### **6.2 Office Engineer**

The Office Engineer shall support the Construction Manager with the technical and administrative areas of the project, be responsible for setting up and maintaining the project files, verifying quantities and checking all invoicing, applications for payment, and payments for the work period for which payment is requested. The Office Engineer shall maintain all project documents including record of all quantities and payments with supporting documents, a log of all submittals and re-submittals, material certifications, etc., and upload all documentation into the DDOT SharePoint site for the project.

The Office Engineer shall also be responsible for collecting, recording and reconciling quantities, receiving, and checking payment applications and all supporting documents. The Office Engineer shall utilize the AASHTO’s FieldBook or any other DDOT approved software for entries of IDRs with quantities to process partial payments.

The Office Engineer shall hold a Bachelor of Science degree in Civil Engineering, or Construction Management and have a minimum 5 year of construction management experience on transportation projects.

### **6.3 Lead Structural Inspector and Civil Inspectors**

All inspectors on this project should work under the direction of the Construction Manager and be responsible for performing inspection of the Contractor’s work. Inspectors shall be familiar with the contract plans, specifications, DDOT procedures, Maintenance of Traffic (MOT) and safety requirements. Inspectors shall take and record quantities, check and verify layout, observe the work, and maintain daily reports. Inspectors shall monitor all testing and shall maintain all records of testing, certification, and all other quantity records. Inspectors shall maintain inspection records and records pertinent data regarding equipment, material, and labor. Inspectors shall notify and discuss with the Construction Manager of any issues and potential resolutions.

The Lead Structural Inspector shall hold an Associate Degree in Engineering Technology or related field and have a minimum of 5 years of testing and inspection experience in bridge construction projects.

Civil Inspectors shall hold at a minimum, an Associate Degree in Engineering Technology or related field and minimum of 3 years of construction testing and inspection experience on transportation projects.

All inspectors shall hold required certificates as described in the DDOT Construction Management Manual (2021), Section 3.4.1. Copies of such certifications shall be provided with the submission.

In addition, at least one key personnel (Construction Manager, Office Engineer, or Inspectors) shall be a certified work zone specialist (by a state or national accredited agency). He shall have received formal training in the maintenance and protection of traffic within the work zone and shall perform reviews, enforce work zone safety requirements and advise the Contractor to correct any safety-related deficiencies.

## 7. DELIVERABLES

Scope of Work Reference	Deliverable	Method of Delivery	Due Date From Award	To Whom
1	Organization Chart	Electronic	10 days	DDOT
2	Daily Inspection Report	Electronic	Daily	DDOT
3	Project coordination procedure	Electronic	10 days	DDOT
4	Correspondence Documents	Electronic	As-needed	DDOT
5	Meeting Minutes	Electronic	Within 3 Working days	DDOT
6	Comments on proposed Contractor's schedule	Electronic	10 days from Contractor submittal	DDOT/ Contractor
7	Drawing and Analysis	Electronic	3 days from Contractor submittal	DDOT /EOR
8	Assurance of Material Quality Report	Electronic	Monthly	DDOT
9	Daily log and weekly report	Electronic	As needed	DDOT
10	Reviewed Invoices	Electronic and Paper	Monthly	DDOT
11	Punch list, close out check list and substantial completion letter	Electronic	At substantial completion	DDOT/ Contractor
12	Final report and close out letter	Electronic and Paper	End of project date	DDOT/ Contractor

## 8. PERIOD OF PERFORMANCE

The term of this contract is for a period of 545 days.

## **9. INSTRUCTIONS TO OFFERORS**

### **9.1 Qualifications Due Date**

Qualifications are due on or before 2:00 PM on \_\_Thursday January 4th\_\_, 2024.

### **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 Mohammad Ferdaws at [mohammad.ferdaws@dc.gov](mailto:mohammad.ferdaws@dc.gov) and [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov) . Inclusion of other materials by reference will not be considered.

9.2.2 Section F of the SF 330 shall not exceed 7 projects, and Section H shall not exceed 20 pages. Section H of the SF 330 shall provide information regarding the following topics: Understanding of construction activities for the project, anticipated challenges, and best practice strategies to mitigate challenges. 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 The Contractor shall provide evidence of their qualifications and experience in implementing best practices and strategies for Construction Management Services, including:

How they identify, manage and mitigate critical project risks, such as schedule delays, cost overruns, safety hazards, environmental impacts, and stakeholder conflicts;

How they utilize QA/QC processes and demonstrate their ability to ensure contract compliance, such as meeting performance standards, quality specifications, and regulatory requirements;

How they develop and implement strategies for communicating with key stakeholders, such as the Owner, the Designer, the Subcontractors, and the Public, and how they align with the public outreach plan.

9.2.4 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.

9.2.5 Consultants shall provide information regarding all potential organizational conflicts of interest in their Statements of Qualifications, including all relevant facts concerning any past, present, or currently planned interests that may present an organizational conflict of interest, as required by 23 CFR 636.116. The Contracting Officer shall determine whether an organizational conflict of interest exists and what actions are necessary to avoid, neutralize, or mitigate such conflict. See also 27 DCMR § 2222.

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

A 22% 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 Scope of Work 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 project 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

## **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.

**13. CONTRACTING OFFICER’S REPRESENTATIVE (CA)**

Name: Kendry Contreras  
Title: Civil Engineer  
Agency: DDOT IPMA Team 1  
Address: 250 M Street, SE, Washington, D.C. 20003  
Telephone: (202)281-6906

All questions must be submitted via email to the Contracting Officer, Mr. Mohammad Ferdaws, at [mohammad.ferdaws@dc.gov](mailto:mohammad.ferdaws@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,



Mohammad Ferdaws  
Contracting Officer –OCP/DDOT