

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: December 12, 2023

Category of Services: Category B – Bicycle & Pedestrian Studies, Planning, & Design

Title: Request for Qualifications (RFQ) for the Bicycle and Pedestrian Facilities Design and Traffic Analysis

Solicitation No.: OCPTO220071

1. BACKGROUND

The District Department of Transportation (DDOT) is soliciting statements of qualifications and work experience as specified in the attached documents for Engineering Design Services in support of the Planning and Sustainability Division (PSD) objectives of installing multi-modal transportation facilities in the District of Columbia. The contractor will develop bicycle lane plans, pedestrian facilities plans and multi-use trail connector plans on an on-call basis. Some projects will require traffic analysis, graphics/visualizations, public engagement and surveying.

2. TASK ORDER COMPETITION

The District is soliciting qualifications from firms awarded an A/E schedule containing Category B – Bicycle & Pedestrian Studies, Planning, & Design in accordance with the provisions of the A/E contract. It is anticipated that one Specific Rates of Compensation TO will be awarded. The three firms are:

- 1. Kimley-Horn and Associates, Inc.**
- 2. VHB Metro DC, LLC**
- 3. Whitman, Requardt and Associates, LLP**

3. ATTACHMENTS INCORPORATED BY REFERENCE:

- Consultant’s respective IDIQ Contract terms and clauses

- All design work will comply with current design practices and code requirements of the District of Columbia, Department of Transportation (“DDOT”), as well as the following:
 - AASHTO Guide for the Development of Bicycle Facilities, (2012) <https://store.transportation.org/Item/CollectionDetail?ID=116>
 - DC Municipal Regulations Title 18, <https://dcregs.dc.gov/Common/DCMR/ChapterList.aspx?TitleNum=18>
 - DDOT Design and Engineering Manual, (2019) <https://ddot.dc.gov/page/standards-and-guidelines>
 - DDOT Standard Drawings, (2015) <https://ddot.dc.gov/page/standards-and-guidelines>
 - DDOT Standard Specifications for Highways and Structures, <https://ddot.dc.gov/page/standards-and-guidelines>
 - DDOT Bicycle Facility Design Guidelines – Version 2.0, 2020 <https://ddot.dc.gov/sites/default/files/dc/sites/ddot/DDOT%20Bicycle%20Facility%20Design%20Guide%20-%20Version%202%20%28Final%29.pdf>
 - DDOT Environmental Policy and Process Manual, https://ddotsites.com/documents/environment/DDOT_EnvironmentalManual_2012.pdf
 - DDOT Green Infrastructure Standards (2014) <https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/2014-0421-DDOT%20Green%20Infrastructure%20Standards.pdf>
 - DOEE Stormwater Regulations, <https://doee.dc.gov/swregs>
 - NACTO Urban Bikeway Design Guide, <https://nacto.org/publication/urban-bikeway-design-guide/>
 - U.S. Access Board Public Right-of-Way Accessibility Guidelines, <https://www.access-board.gov/prowag/>

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 periods, 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 60 months.
- 4.1.4 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.

5. SUBCONTRACTING REQUIREMENTS

(a) 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.

6. SCOPE OF WORK (“SOW”)

6.1 Project Overview

The Planning and Sustainability Division (PSD) of the District Department of Transportation (DDOT) is seeking a consultant for the development of bicycle lane plans, pedestrian facilities plans, multi-use trail connector plans, traffic analysis, graphics/visualizations, public engagement and surveying.

Key personnel needed for this project shall include but not be limited to:

- a. Full-time on-site CAD Technician. The CAD Technician shall have a minimum of three years of CAD design project experience.
- b. Traffic Engineer. The Traffic Engineer shall have a minimum of five years of experience conducting complex traffic engineering and design projects in multimodal corridors and have a District of Columbia PE license.
- c. Civil Engineer. The Civil Engineer shall have a minimum of five years of experience conducting projects in urban, high-density and constrained areas and have a District of Columbia PE license.
- d. Graphics/Renderings Specialist. The Graphics/Rendering Specialist shall have a minimum of five years of experience developing graphics, photo-simulations, renderings, maps, and visualizations supporting multimodal transportation planning projects.
- e. Public Engagement Specialist. The Public Engagement Specialist shall have a minimum of three years of experience in the facilitation of public engagement programs on infrastructure projects.
- f. Surveyor. The Surveyor shall be a DC Licensed Surveyor with multimodal transportation project experience.
- g. Environmental Specialist. The Environmental Specialist shall have a minimum of five years’ experience developing environmental documents for multimodal corridor projects at the conceptual to preliminary engineering level in accordance with NEPA and DC Environmental Policy Regulations.
- h. Planner. The Planner shall have a minimum of five years’ experience in urban mobility, cross-modal connectivity, innovative conceptual design and small-area alternatives analysis.

6.2 Project Tasks

6.2.1 Project Management

6.2.1.1 Work Order Issuance and Administration

6.2.1.1.1 Each task will commence with a work order from the DDOT Contract Administrator (CA).

6.2.1.1.2 Each work order shall be initiated by the CA transmitting a scope of work outlining the expected duties to be performed and any specific terms and conditions related to the effort.

6.2.1.1.3 If there is a conflict between the terms and conditions of a work order and the terms and conditions of a task order (TO) or the IDIQ contract, the terms of the TO or the IDIQ contract shall prevail.

6.2.1.1.4 The CA is responsible for transmitting all work orders to the Contractor. The CA shall prepare a scope of work containing a period of performance with each work order.

6.2.1.1.5 The Contractor shall acknowledge each work order within 24 hours of notification and provide proposal and cost estimate within six business days of notification.

6.2.1.1.6 The Contractor's proposal for a work order shall contain data that are sufficient to demonstrate an understanding of the work including, without limitation, the identity of personnel, quantity of hours, and Other Direct Costs ("ODC") required to accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the Work order.

6.2.1.1.7 Work order approvals shall include, without limitation, the agreed upon scope of work, period of performance, deliverables, level of effort, and associated total price. The CA shall provide a work order sample.

6.2.1.1.8 Work order approval notifications shall be communicated in writing, electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are all acceptable.

6.2.2. Monthly Coordination Meetings with DDOT's CA

Consultant shall conduct monthly coordination/progress meetings with DDOT's CA and other stakeholders, when applicable, to provide updates and coordinate efforts. The Consultant shall document progress, key issues, and "red flags" during each monthly meeting. Meeting agenda shall be provided to DDOT's CA for approval and/or modification forty-eight (48) hours in advance of the monthly coordination meeting. Meeting minutes shall be provided within one business day of the monthly coordination meeting and presented to the DDOT's CA for approval and/or modification.

Deliverable: Monthly coordination meeting agenda.

Deliverable: Monthly coordination meeting minutes.

6.2.2.1 Routine Communications

The Consultant shall be responsible for preparing routine emails, letters, and conducting routine telephone calls, as required, throughout the project duration.

Deliverable: Routine emails, letters, and telephone calls, as required.

6.2.2.2 Invoicing and Progress Reports

The Consultant shall provide a draft invoice for informal review with the CA prior to formal submittal within the PASS electronic system. The formal invoice shall be submitted within PASS in accordance with District of Columbia requirements. A progress report shall accompany each invoice providing a list of completed activities and ongoing activities during the invoice period, “red flags” or issues that cause a risk to the projects in terms of budget, schedule, personnel or other resources and external risks, anticipated next steps/activities during the next invoice period, a budget summary that includes the percentage of the budget incurred during the invoice period and cumulatively for all Consultants, and the CBE/DBE percentages achieved during the invoice period and cumulatively.

Deliverable: 12 invoices and associated progress reports

6.2.3 Develop Bicycle Lane, Trail Connector, and Pedestrian Facilities Plans

The consultant shall develop bicycle facilities design plans, including pavement marking plans, bicycle lanes, on-street parking configurations and resultant traffic signal modifications for selected District streets, totaling approximately ten (10) miles of travel length. Assume that six (6) traffic signals will require full design. Where applicable, the consultant shall engage the services of a professional surveying contractor to accurately record existing conditions, such as parking arrangements, bus stops, utilities, driveways and other street features. Consultant shall submit all plans in the standard format (digital files) for DDOT design projects as described in the DDOT Design and Engineering Manual.

The bicycle lane plans shall document all existing parking, regulatory, and warning signs within the project limits and must be field checked for accuracy. Separated bicycle facilities will comprise most of the projects; however, some designs will be for standard bicycle lanes and bike route signage. Design plans shall range from markings and signage sheets, to complete PS&E construction documents to be put out to bid. Additional support services before, during and after construction may require the selected consultant to attend review and coordination meetings. Assume that eight (8) miles of the bicycle lane plans will be taken to the conceptual 30% design stage in either MicroStation (CAD) or Remix format. DDOT’s intention is to transmit these designs to another internal team to complete the design process. Two (2) miles of bicycle lane plans will be designed to the 100% stage in MicroStation (CAD).

The consultant shall develop trail connector plans for up to five (5) selected trail projects, totaling one (1) mile of travel length. The consultant shall engage the services of a professional surveying consultant to accurately record existing conditions and cadastral right-of-way property boundaries.

The trail connector plans shall document all right-of-way, topography, utilities, and trees within the project limits. Design plans shall include existing conditions, trail plans, signage and pavement markings, landscape plans, stormwater plans, sediment and erosion control plans, to complete PS&E construction documents to be put out to bid. Additional support services before, during, and after construction may require the selected consultant to attend review and coordination meetings. The consultant shall be responsible for preparing permit documents for DOEE Stormwater permits, utility coordination, and third-party review. The consultant shall prepare a 15% concept design for review for each trail segment per the DDOT Design and Engineering Manual. Upon review and approval of the 15% concept plan by the DDOT Contract Administrator, the consultant shall complete the 30%, 65%, 90%, and 100% PS&E plans per the DDOT Design and Engineering Manual.

DDOT staff will be responsible for completing initial environmental compliance documents (form 1 and form 2). However, if it is deemed that a project rises to a CE-3 level, the consultant shall complete the required documentation. Assume one of the five trail projects will require CE-3 documentation.

Pedestrian facilities are often incorporated into the bicycle lane designs, but they may also consist of stand-alone projects. This work may consist of sidewalk, crosswalk and ramp design, curb bulb-outs, and traffic calming elements to promote a conducive environment for non-motorized users. In addition, two (2) additional intersections and one-quarter (1/4) miles of new sidewalks will be designed solely for pedestrian facility enhancements.

The consultant shall provide an experienced representative forty hours per week to perform the work required to produce bicycle lane plans and other deliverables described herein as directed by the DDOT task manager. Twenty-four of these hours (3 days) shall be at DDOT headquarters (250 M St SE). The consultant's onsite representative shall also collaborate with and act as a liaison for other Consultant personnel contributing subject-matter expertise for projects as described in subsequent tasks. The consultant is to act in partnership with the DDOT task manager and to share professional expertise and recommendations as a part of a collaborative and iterative design process to deliver high-quality plans. However, the consultant shall be responsible for independently delivering designs and analyses conforming to the requirements described herein.

The consultant shall have the capabilities to produce graphics/renderings for project alternatives. Assume four (4) graphics/renderings for the contract base year, and subsequent option years.

Deliverables:

Bicycle and Pedestrian Facility Plans: Each submittal shall include one half size ANSI B (11" x 17") copy of each bicycle lane design for DDOT review. This submittal process may include 30%, 65%, 90%, 100%, and final plans, or some variation thereof. After the final design is approved, the consultant shall submit plans electronically using PDF and CADD files (MicroStation .dgn files are the DDOT standard).

Graphics/Renderings to be submitted in an electronic format such as .jpg or .pdf.

6.2.4 Public Engagement Services

The consultant shall provide project-specific public outreach support such as door hangers, flyers, or mailings. Assume that door hangers, flyers and/or mailings will be distributed for ten (10) corridor projects of one-mile length to all adjacent stakeholders. The consultant will work with the DDOT project manager to determine the appropriate communication materials for each project. The consultant shall be responsible for complying with all DDOT guidelines for branding, public involvement, and outreach. All printed or web material must receive DDOT approval prior to distribution or publication. Assume two of the projects will require translation.

6.2.5 Data Collection and Traffic Analysis

Traffic Analysis (Including Traffic Signal Operations)

The consultant is to provide intersection capacity analysis, including Level-of-Service (LOS), delay, v/c ratio, and queueing analysis, for approximately fifteen (15) signalized and un-signalized intersections as well as throughout affected corridors and specific bicycle facilities. The study intersections must be reviewed and approved by DDOT. Each task will commence with a work order from the DDOT task manager (See section 6.1.1.1 Work Order Issuance and Administration). The Traffic analysis must include all affected modes, including motor vehicles, pedestrians, cyclists, and transit.

Data collection services will be critical to the development of any traffic modeling or simulations in support of the design and shall be incorporated into the scope(s) of work. Collection of traffic volume data on congested corridors or around congested intersections, where queueing may be significant, may require accounting for vehicular throughput as well as vehicle demand. At such locations, the consultant shall be required to do data collection upstream to capture actual demand levels (via queueing). Upstream traffic counts may also be required at the less congested entry points on the corridor or upstream/downstream of intersections to capture the vehicle arrival/demand profile, as opposed to limiting the volume data to what is delivered through the constrained intersection.

For certain intersections, DDOT will provide the consultant with traffic model data compatible with and requiring use of consultant-provided Synchro™ and SimTraffic™ traffic analysis software. For the other intersections, the consultant shall perform data collection and develop traffic models. The consultant shall evaluate signal timing at intersections and include modifications for bicycle and/or pedestrian oriented phases and timing plans, as necessitated by the neighborhood context.

Data collected may include, but not be limited to, the following:

- Manual turning movement traffic counts for motor vehicles and bicycles during specified peak periods or other intervals;
- 24-hour traffic counts that may include classification of vehicles to include 85th percentile speeds, average speed, pace speed, and number of vehicles within discrete speed intervals;
- 24-hour (or other specified period) bicycle and/or pedestrian counts;
- Peak-hour delay studies during specified periods;

- Weekday travel-time survey (minimum of six travel runs, for each direction of travel, covering morning peak, midday, and evening peak times);
- The use of video recording for the documentation of operating conditions and obtaining multimodal traffic counts; and
- Parking utilization studies.

Deliverables: Traffic Analysis: The consultant shall provide up to two drafts and one final memorandum for each analysis performed, including copies of the digital Synchro/SimTraffic files. Where applicable, the consultant shall provide one draft and one final memorandum documenting the recommended modifications for signal operations. The consultant shall submit the final electronic Synchro/SimTraffic files.

6.2.6 Surveying

The consultant shall engage the services of a professional surveying sub-consultant to accurately record existing topographic conditions, where necessary. The surveys shall include topographic spot elevations and contours over the site. Pavements, curbs, site retaining walls, at breaks in grade, building entrance elevations, site structures, tree line, fences, and general man-made surface feature information shall be captured in this survey. Assume one-fourth mile of topographic survey including Level B utility mapping and one-half mile of topographic survey including Quality Level C utility mapping. Each task will commence with a work order from the DDOT task manager (See section 6.1.1.1 Work Order Issuance and Administration).

DELIVERABLES: All surveys that were performed.

6.2.7 Period of Performance: 12 Months from date of award

7. DELIVERABLES:

SOW Ref	Deliverable	Method of Delivery	Due Date	To Whom
6.2.1	Monthly Meeting Agendas and Minutes	Electronic Format	2 days prior to meeting, and 1 day post-meeting	DDOT
6.2.1.1	Routine emails, letters, and telephone calls, as required.	Emails Telephone calls	As required	DDOT
6.2.1.2	12 invoices and associated progress reports	Electronic Format	Monthly	DDOT
6.2.2	Design Plans and Graphics/Renderings	Electronic Format	See Schedule	DDOT
6.2.3	Door Hangers, Flyers, Mailings	Electronic and Hardcopy	See Schedule	DDOT

6.2.4	Data Collection and Traffic Analysis	Electronic Format	See Schedule	DDOT
6.2.5	Surveys	Electronic Format	See Schedule	DDOT

8. INSTRUCTIONS TO OFFERORS

8.1 Qualifications Due Date

8.1.1 Submissions, in whole, shall not exceed 75 pages in length.

8.1.2 Qualifications are due on or before 2:00 PM on January 16, 2024.

8.2 Organization and Content

8.2.1 Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to mohammad.siddiqi@dc.gov. Inclusion of other materials by reference will not be considered.

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 9 of this TO RFQ.

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

8.2.1.2 Identify the three most critical 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.

8.2.1.3 Provide qualifications and experience regarding implementing best practices and strategies for planning and design of bicycle and pedestrian facilities; traffic signal operations and design and advanced traffic operations analysis, including:

8.2.1.4 Best practices in bicycle and pedestrian facility design;

8.2.1.5 Experience in advanced multimodal traffic analysis and innovative solutions to operationally constrained environments;

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

8.2.1.7 Identification, management and mitigation of project risks.

8.2.1.8 Experience in managing public engagement services for multimodal urban transportation projects.

8.2.1.9 Provide relevant information regarding Factor 3 below - Past Performance. Offerors should note that Factor 3 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 four (4) evaluation factors and their relative importance for this requirement are as follows:

1. Key Personnel Qualifications. Professional qualifications necessary for satisfactory performance of required services. (30 Points)
2. Specialized experience and technical competence in the type of work required; (30 Points)
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. In addition to each offeror's response to Factor 3 – Past Performance, the District may utilize additional Past Performance sources to include (a) District eVAL and (b) Publicly available information. (20 Points)

In additional 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 8, in accordance with the rating scale provided in this Section and will assign a quantitative rating for each of the evaluation factors.

a. Rating Scale

Numeric Rating	Adjective	Description
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: Bicycle Program Specialist
Agency: District Department of Transportation
Address: 250 M Street, SE Washington, DC 20003
Email: TBD

If you have any questions regarding the solicitation or requirement, please contact the undersigned at mohammad.siddiqi@dc.gov.

Sincerely,

Mohammad siddiqi
Mohammad Mohib Siddiqi
Contracting Officer - DDOT