



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

**Date:** October 17, 2023

**Category of Services:**

Category F – Transportation Planning Studies

**Title:** Request for Qualifications (“RFQ”), moveDC Annual Report and Survey

**Solicitation No.:** OCPTO230018

**1. PROJECT LOCATION**

N/A

**2. PROJECT BACKGROUND**

moveDC is a one-volume long-range plan that outlines DDOT’s transportation vision and 41 actionable strategies to support that vision. Each year, DDOT will release an annual report detailing the Department’s progress on moveDC as it relates to the plan’s 41 strategies. The goals of the annual report are as follows:

- Describe progress on each of the 41 strategies outlined in moveDC
- Highlight successes and areas of opportunity during implementation
- Provide additional information about how the strategies will be completed over the five-year period

2024 will be the second year an annual report is released. DDOT is requesting assistance in the preparation and publishing of this and subsequent annual reports.

**3. TASK ORDER COMPETITION:**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category F-Transportation Planning Studies 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. VHB Metro DC, LLC
2. Parsons Transportation Group
3. HNTB District of Columbia, PC

# Government of the District of Columbia

## Department of Transportation



#### 4. **DESIGN STANDARDS:**

All Design work shall comply with current design practices and latest edition of code requirements of the District of Columbia (DC), Department of Transportation (DDOT), FHWA and as well as the following:

Sr. No.	Agency	Title ( Latest Editions)	Website
1	DDOT	Design and Engineering Manual	<a href="https://ddot.dc.gov/node/466062">https://ddot.dc.gov/node/466062</a>
2	DDOT	Standard Specification of Highways & Structures, including Multi-use trail standards	<a href="https://ddot.dc.gov/node/466272">https://ddot.dc.gov/node/466272</a>
3	DDOT	Green Infrastructure Standards	<a href="https://ddot.dc.gov/node/818592">https://ddot.dc.gov/node/818592</a>
4	DDOT	Standard Drawings	<a href="https://ddot.dc.gov/page/standard-drawings-2015">https://ddot.dc.gov/page/standard-drawings-2015</a>
5	DDOT	Environmental policy and Process Manual	<a href="https://ddot.dc.gov/node/767382">https://ddot.dc.gov/node/767382</a>
6	DDOT	Context Sensitive Design Guidelines	<a href="https://ddot.dc.gov/node/469752">https://ddot.dc.gov/node/469752</a>
8	DDOT	Temporary Traffic Control Manual – Guidelines and Standards	<a href="https://ddot.dc.gov/node/468412">https://ddot.dc.gov/node/468412</a>
9	DDOT	Work Zone Safety and Mobility Policy	<a href="https://ddot.dc.gov/node/466322">https://ddot.dc.gov/node/466322</a>
10	DDOT	Right of Way Policies and Procedures Manual	<a href="https://ddot.dc.gov/node/466172">https://ddot.dc.gov/node/466172</a>
11	DC WATER	DC Water Green Infrastructure Utility Protection Guidelines	<a href="http://www.dewater.com/business/permits/utility_protection_guide_lines.pdf">http://www.dewater.com/business/permits/utility_protection_guide_lines.pdf</a>
14	WMATA	Adjacent Construction Project Manual	<a href="https://www.wmata.com/business/adjacent-construction/upload/ACPM-Rev-5a-09-21-15.pdf">https://www.wmata.com/business/adjacent-construction/upload/ACPM-Rev-5a-09-21-15.pdf</a>
15	AASHTO	A Policy on Geometric Design of Highways and Streets (The “Green Book”)	<a href="https://store.transportation.org/item/collectiondetail/180">https://store.transportation.org/item/collectiondetail/180</a>
16	AASHTO	Standard Specifications for Structural Supports for Highway Signs, Luminaries, and Traffic Signals	<a href="http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_494.pdf">http://onlinepubs.trb.org/onlinepubs/nchrp/nchrp_rpt_494.pdf</a>
18	AASHTO	An Informational Guide for Roadway Lighting	<a href="https://safety.fhwa.dot.gov/roadway_dept/night_visibility/lighting_handbook/pdf/fhwa_handbook2012.pdf">https://safety.fhwa.dot.gov/roadway_dept/night_visibility/lighting_handbook/pdf/fhwa_handbook2012.pdf</a>



20	FHWA	Manual on Uniform Traffic Control Devices, MUTCD	<a href="https://ddot.dc.gov/node/466292">https://ddot.dc.gov/node/466292</a>
21	FHWA	Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data , ASCE 38-02	<a href="https://www.asce.org/Product.aspx?isbn=9780784406458">https://www.asce.org/Product.aspx?isbn=9780784406458</a>
22	FHWA	Roadway Lighting Handbook	<a href="https://safety.fhwa.dot.gov/roadway_dept/night_vision/lighting_handbook/">https://safety.fhwa.dot.gov/roadway_dept/night_vision/lighting_handbook/</a>

### 5. **DISADVANTAGED BUSINESS ENTERPRISE GOAL**

A 21.8% DBE subcontracting goal for firms certified as DBEs 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.

### 6. **PROJECT MANAGEMENT**

- a) **Progress Meetings:** The consultant's key personnel knowledgeable about moveDC shall attend a kick-off meeting and monthly progress meetings with the DDOT Project Manager.
- b) **Monthly Invoices:** The consultant shall prepare and submit monthly invoices to the DDOT project manager, itemized by task.
- c) **Draft Reports:** Consultants shall share drafts of the Annual Report and Website changes for approval at each key stage of development, including drafting the report's text, graphic design choices, and the final draft.

### 7. **Key Personnel Requirements:**

A successful project team will be multidisciplinary with skills and experience in a variety of areas to complete the task at hand. Further, the team should have an understanding of District Department of Transportation (DDOT)'s strategic plan, moveDC.

- o **Design Specialist:** Provide documentation in the form of resumes that show a minimum of (2) years of experience with graphic design software and capable of producing printable reports.



- **Planning Specialist:** Provide documentation in the form of resumes that show at least one transportation planner with a minimum of two (2) years of experience with GIS, preferably Esri's ArcGIS software, specifically related to Esri's ArcGIS Hub function.
- **Planning Specialist:** Provide documentation in the form of resumes that show at least one transportation planner with a minimum of two (2) years of experience with community outreach, surveying, data analysis, data and visualization.

*Specifically, the team should exhibit demonstrated experience with or in:*

- Creating detailed reports, using infographics, mapping, and photographs to illustrate the information conveyed
- Utilizing various web design techniques to display changes over time
- Contextualizing information regarding transportation policy within the current political climate
- Qualitative and quantitative analysis of data collected from surveys
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**8. SCOPE OF WORK** The scope of work includes but not limited to the following:

### **TASK 1: Project Management**

Contractor will provide comprehensive task management, quality assurance, and monthly progress reporting. This includes regular communication with the DDOT representatives through bi-weekly project management team meetings and occasional topic-specific meetings. Meetings may be virtual or in-person as directed by DDOT.

#### *Task 1 Deliverables*

- Monthly invoices and progress reports using DDOT's e-invoicing system
- Bi-weekly project management team meetings; summary notes
- Occasional topical meetings

### **TASK 2: moveDC Annual Report**

Contractor will support DDOT's collection, review, and synthesis of information regarding progress on implementation of the 41 moveDC strategies. At DDOT's request, contractor will support the collection of information from DDOT staff, including work sessions, email correspondence, and follow-up with specific departments and individuals as needed. With the data and information collected by DDOT, contractor will draft reader-friendly progress narratives. Contractor will prepare one-paragraph progress narratives for all 41 strategies and up to 10 extended half-page "success narratives" identified by DDOT. All information will then be compiled into an annual report detailing progress made the most recent year.



### *Task 2 Deliverables*

- Work sessions; summary notes
- Occasional follow-up meetings
- 41 brief narratives and up to 10 extended narratives
- Annual report document

### **TASK 3: Website Development**

Contractor will develop a webpage and downloadable annual report document, including content and graphic design consistent with the templates established for moveDC. The graphic design will include both existing and new images as well as quantitative information provided by DDOT. The webpage is envisioned as an additional tab on the existing website (movedc.dc.gov). Contractor will prepare a draft and up to three revisions of the website and downloadable document in response to comments from DDOT. The website would also include an interactive tracker of strategy implementation process, like a dashboard, in addition to the PDF document.

### *Task 3 Deliverables*

- Webpage, including interactive dashboard
- Downloadable document (approximately 30 pages)

### **TASK 4: Survey Design**

Contractor will develop a survey to gather information regarding moveDC implementation and programs supporting moveDC from community members. The contractors will then clean the data and provide the results of the survey in a report to DDOT. Before survey deployment, the contractor will be required to conduct community outreach to increase awareness and engagement surrounding the survey. This outreach will be required to be conducted in an equitable way, centering historically disenfranchised communities throughout the District. The contractors will be required to explain how they intend to conduct outreach equitably.

### *Task 4 Deliverables*

- Survey design
- Survey results analysis
- Outreach surrounding the survey

## **9. PERIOD OF PERFORMANCE:**

The period of performance will be 12 months. The majority of the work is expected to be completed by December 2024. For planning purposes, contractor assumes DDOT will complete the collection and assemblage of data and progress information by January 2024.



DDOT and contractor will synthesize the information in February and March 2024.  
contractor will format and publish the annual report in April 2024.

### **10. INSTRUCTIONS TO OFFERORS:**

#### **1. Qualifications Due Date**

- Submissions, in whole, shall not exceed 30 pages in length.
- Qualifications are due on or before 2:00 PM on November 17, 2023.

#### **2. Organization and Content**

- 2.1** Offerors shall submit qualifications on the Standard Form 330 to include all parts and sections via email to [mohammad.siddiqi@dc.gov](mailto:mohammad.siddiqi@dc.gov). Inclusion of other materials by reference will not be considered. All questions must be submitted via email to the Contracting Officer, Mr. Mohammad Siddiqi, at [mohammad.siddiqi@dc.gov](mailto:mohammad.siddiqi@dc.gov). The DDOT will not consider any questions received less than seven (7) calendar days before the date set for submission of Standard Form 330.
- 2.2** 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 14 of this TO RFQ.
- 2.3** Describe your understanding of the moveDC's mission and goals, and your experience with communicating implementation progress for large strategic plans.
- 2.4** Provide qualifications and experience regarding implementing best practices and strategies for public surveying ; Public Outreach and communication between stakeholders;
- 2.5** Provide relevant information regarding Factor 4 - Past Performance. Offerors should note that Factor 4 relates to the administration of the experience with regards to cost control, quality of work, and compliance with performance schedules.
- 2.6** Identify (3) 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.

### **11. EVALUATION OF QUALIFICATIONS:**

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The evaluation factors and their relative importance for this requirement are as follows:

1. Professional qualifications necessary for satisfactory performance of required services; **(20 Points)**

# Government of the District of Columbia

## Department of Transportation



2. Specialized experience and technical competence in the type of work required; **(40 Points)**
3. Capacity to accomplish the work in the required time; **(20 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)**
5. Risk Assessment-the offeror's demonstrated (i) understanding of the potential risks to performance, quality, and costs, along with associated mitigation measures for such risks, and (ii) quality of its plan to ensure successful project delivery. **(25 Points)**

In addition to each offeror's response to Factor 4- Past Performance, the District may utilize additional Past Performance sources to include:

1. District eVAL
2. 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: **125**

### 1. SCORING METHODOLOGY

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 14, 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

<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.
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### 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.

### 12. CONTRACTING OFFICER'S REPRESENTATIVE (CA)

**Name:** TBD

**Agency:** District Department of Transportation

**Address:** 250 M Street, SE Washington, DC 20003

**Phone:** TBD

*Sincerely,*

*Mohammad Siddiqi*

Mohammad Siddiqi

Contracting Officer - DDOT