

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: March 5, 2024

Category of Services: E

Title: Vision Zero Traffic Safety Conceptual
Design Support

Solicitation Number: OCPTO230020

1. Background

The District Department of Transportation (DDOT) is soliciting statements of qualifications and work experience as specified in the attached documents for Design and Engineering Services in support of the Vision Zero program. The project will consist of providing on-call support in the following disciplines: traffic safety, transportation engineering, and urban design, but will also include public outreach and engagement activities.

2. Task Order Competition

The District is soliciting qualifications from firms awarded an A/E schedule containing “Category H” in accordance with the provisions of the A/E contract. One Firm-Fixed-Price TO award is anticipated. The three firms are:

- Sam Schwartz Consulting, LLC
- Fehr & Peers
- McCormick Taylor, Inc.

3. Attachments Incorporated by Reference

- Contractor’s respective IDIQ Contract terms and clauses
- All work will comply with current design practices and code requirements of the District of Columbia Department of Transportation Federal Highway and the manuals and guides listed below:

- 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)
- DDOT Work Zone Safety and Mobility Policy, 2007 (https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/ddot_wz_safety_and_mobility_policy_report_october_2007.pdf)
- moveDC, 2014 (<http://www.wemovedc.org/>) and its 2021 update
- DDOT Complete Streets Policy, 2010 (Departmental Order 06-2010) (<https://code.dccouncil.gov/us/dc/council/code/sections/50-2381>)
- Bicycle and Pedestrian Safety Amendment Act, 2016 (<https://code.dccouncil.gov/us/dc/council/laws/21-155>)
- FHWA Highway Capacity Manual, Sixth Edition: A Guide for Multimodal Mobility Analysis
- Traffic Engineering Handbook (ITE)
- FHWA Manual on Uniform Traffic Control Devices (MUTCD) (<https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf>)
- FHWA Transportation Performance Management Rulemaking (<https://www.fhwa.dot.gov/tpm/rule.cfm>)
- Urban Street Design Guide (NACTO) (<https://nacto.org/publication/urban-street-design-guide/>)
- Urban Bikeway Design Guide (NACTO) (<https://nacto.org/publication/urban-bikeway-design-guide/>)
- Transit Street Design Guide (NACTO) (<https://nacto.org/publication/transit-street-design-guide/>)
- Visualize2045 (https://www.mwcog.org/assets/1/28/Visualize_2045_Plan_2018_10_23_No_Crops_Single.pdf and https://www.mwcog.org/assets/1/6/All_Appendices_-_FINAL.pdf)
- Sustainable DC 2.0 (<https://sustainable.dc.gov/sdc2>)
- Vision Zero DC (<https://visionzero.dc.gov>)
- WMATA Priority Corridor Network (PCN) (https://www.wmata.com/initiatives/plans/upload/110926_PCN_Report_Final.pdf)
- FY 2018-2023 STIP (and all current modifications) and TIP (<http://stip.wemovedc.org/> and <https://www.mwcog.org/documents/2018/10/17/fy-2019-2024-transportation-improvement-program-tip-visualize-2045/>)

4. Period of Performance

4.1.1 Base Period of Contract Term

4.1.2 The base period for this contract is 12 months from the Date of Award

4.1.3 Option to Extend the Contract Term

4.1.4 The District may extend the term of this contract for a period of three (3) 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.

- 4.1.5 If the District exercises this option, then the extended contract shall be deemed to include this option provision.
- 4.1.6 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 48 months.
- 4.1.7 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

Mandatory Subcontracting Requirements

- 5.1 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”).
- 5.2 If there are insufficient SBEs to completely fulfill the requirement of paragraph 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.
- 5.3 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 5.1 and 5.2 of this clause.
- 5.4 Except as provided in Sections 5.5 and 5.7, 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.
- 5.5 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.
- 5.6 Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- 5.7 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”)

The Vision Zero Division (VZD) of the District Department of Transportation (DDOT) is seeking a consultant to provide day-to-day technical support in the disciplines outlined below, as required by the assigned DDOT representative.

6.1 Project Management

6.1.1 *Kick-Off Meeting*

Within one (1) week of Task Order award, the Consultant’s Project Manager will meet with DDOT’s Contract Administrator (CA) for a project kickoff meeting.

6.1.2 *Key Personnel*

The project team shall include the following at a minimum:

- A Project Manager with a minimum of ten (10) years of experience managing multi-disciplinary teams that cover all of the discipline areas identified in Section 6.1.6.
- A DC-licensed Professional Engineer with at least eight (8) years of demonstrated experience in urban and multi-modal design.
- A Planner (AICP (American Institute of Certified Planners) or equivalent) with at least six (6) years of experience in planning and design of complete streets.
- An outreach specialist with at least four (4) years of demonstrated experience working with residents and a variety of social, cultural, and disability groups in the District of Columbia.
- A Planner (AICP) or Licensed Traffic Engineer with at least four (4) years of experience specifically in conceptualizing and designing urban road diets or other geometric interventions that prioritize safety for pedestrians, bicyclists, and transit users.

6.1.3 A Principal-in-Charge, that is an AICP certified Planner or DC licensed Traffic Engineer with at least 4 years of experience working on Urban projects or programs.

6.1.4 *Coordination*

The Consultant shall establish biweekly project check-ins with DDOT’s CA to provide updates and coordinate efforts. Meeting agendas and materials should be submitted at minimum two business days prior to each meeting.

6.1.5 *Work Order Issuance and Administration*

The Consultant shall not commence work until notification of work order approval has been transmitted by the Contract Administrator (CA).

- Each work order (WO) 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.

- If there is a conflict between the terms and conditions of a WO and the terms and conditions of a task order (TO) or the IDIQ contract, then the terms of the TO or the IDIQ contract shall prevail.
- The CA is responsible for transmitting all WOs to the Consultant. The CA shall prepare a scope of work containing a period of performance with each WO.
- The Consultant shall acknowledge each WO within 24 hours of notification and provide proposal and cost estimate within three (3) business days of notification.
- The Consultant's proposal for a WO shall contain data that are sufficient to demonstrate an understanding of the work including the identity of personnel; quantity of hours, and Other Direct Costs ("ODC") required accomplish the work. The labor rates negotiated in the TO shall be used in pricing the level of effort for the WO.
- WO approvals shall include the agreed upon scope of work, period of performance, deliverables, level of effort, and associated total price. The CA shall provide a sample WO approval for contractor's reference.
- WO approval notifications shall be communicated in writing. Electronic mail and messaging, internet-based shared data sites, hand delivery, and U.S. Mail are acceptable.

The CA shall administer all work in accordance with their delegated duties.

6.1.6 Project Accounting

The Consultant shall produce accurate and timely project financial information and prepare monthly project invoices with progress reports to be submitted electronically to the DDOT CA. These project invoices should be well organized and include receipts for all direct costs plus accompanying progress report. The Consultant shall provide a table in each invoice documenting the budget spent by assigned work order, as defined in Section 6.1.5, and associated level of effort by task to track budget performance for the project.

6.2 Services

The Consultant shall provide Design and Engineering Services in the following disciplines: traffic safety, transportation engineering, and urban design. Work orders will be issued in accordance with Section 6.1.5.

6.2.1 Traffic Safety Analysis

The Consultant shall provide support with traffic safety analysis at an intersection, along a transportation corridor, or within a defined study area. A total of 6 intersection-level, 3 corridor-level, and 1 study-area-level traffic safety analyses, are expected, where the Consultant will be required to:

- Use historical crash data to determine crash patterns and identify potential contributing factors, if applicable.

- Conduct field reviews with a multi-disciplinary team of DDOT staff and other stakeholders to identify and/or confirm potential crash contributing factors, as well as identify conflicts; and
- Recommend low-cost countermeasures to improve safety, such as changes to traffic control, roadway and intersection reconfiguration, and/or traffic calming.
- Development of Roadway Safety Audits
- Evaluation of previous safety countermeasures either individually or by intersection or corridor

The Consultant will be required to provide a summary of the crash data analysis, including crash summary diagrams, in advance of the scheduled field review. Deliverables under this task will include a summary of the crash data analysis, crash diagram with field review notes, and a concept-level sketch of improvements. The Consultant shall provide one draft and one final memorandum for each WO performed under this task.

The proposer must have experience with projects within EACH of the following categories.

- *Design protected bike lanes that align with [DC Bicycle Facility Design Guidelines 2020](#)*
- *Design of Bus priority treatments as defined in the [Bus Priority Program Toolbox](#)*
- *Experience designing road diets in different contexts*
- *Roundabout or mini-traffic circle design*
- *Experience designing safer pedestrian and bicycle midblock crossings following the [FHWA Field Guide](#) including RRFB, HAWK/PHB, and other treatments appropriate to the context*
- *Pedestrian refuge islands*
- *Protected intersection design for bicycling in line with NACTO [Don't Give Up at the Intersection](#)*

DDOT staff will provide crash data for review by the Consultant. WOs under this task will be outlined in accordance with Section 6.1.5.

6.2.2 Transportation Engineering

The Consultant shall provide support with traffic engineering at an intersection or within a defined study area. A total of 10 WOs are expected under this task during the base period of this contract. For work orders under this task, the Consultant will be required to perform one or more of the following:

- Traffic signal warrant or other traffic control device analysis.
- Analysis of signal timing issues.
- Evaluation of intersection geometry.
- Roadway or intersection capacity analysis.
- Roadway or intersection level of service analysis, including bicycle/pedestrian/transit level of service.

- Speed and traffic calming analysis.
- Sight distance analysis; and/or
- Other transportation-based engineering evaluations, as necessary.

The Consultant will be responsible for data collection needed to perform work orders under this task, unless otherwise provided by DDOT staff. Data collection may include:

- Manual turning movement counts (including vehicles, bicycles, and pedestrians) during specified peak periods.
- 24-hour automated traffic counts for travel speed, traffic volumes, and/or classification of vehicles.
- Travel time survey during specified peak periods; and/or
- Video data collection, such as time-lapse video, during a specified period.

DDOT staff will provide traffic model data, including signal timing information, when necessary for completion of a work order under this task. The Consultant shall use the most-recently approved version of Synchro and/or SimTraffic analysis software.

WOs under this task will be outlined in accordance with Section 6.1.5. Deliverables under this task will generally include an electronic version of the analysis and report, including one draft and one final memorandum, as well as any supporting analysis files.

6.2.3 Urban Design

The Consultant shall provide support with urban design work at an intersection or within a defined study area. A total of 10 WOs are expected under this task during the base period of this contract. For WOs under this task, the Consultant will be required to develop signing and marking plans for short-term and low-cost safety and traffic management measures.

Plans shall be construction ready. The Consultant shall conduct constructability review to include field-confirmation of existing conditions and identification of potential conflicts due to existing utilities, landscape features, or anything else in the built environment affecting the construction of the project.

WOs under this task will be outlined in accordance with Section 6.1.5. Deliverables will generally include:

- Tabulation of quantities including pavement markings, signage, roadway equipment/furniture and traffic control devices.
- Identification of all signage to be removed, relocated, and installed, including sign size, standard sign number, and type of support.
- Identification of all pavement markings to be eradicated and installed, as well existing markings to remain.

- Identification of quick-build materials to be installed, including flex posts, quick-curb, wheel stops, etc.
- Identification of other traffic calming measures to be installed, including speed humps, speed tables, and raised crosswalks; and
- Installation notes, references, and details, as necessary.

Plans shall be provided in “.pdf” format, and the Consultant shall also submit the design files to DDOT following completion of a WO under this task.

6.2.4 Planning and Public Outreach Support

The proposer shall provide planning, logistical, and support for public outreach through the following tasks:

- In person meetings such as traditional public meetings, stakeholder group meetings, listening sessions, site walks, on-site pop-ups with comprehensive documentation of comments received.
- Virtual engagement strategies such as virtual meetings, online input collection, live polling and other digital engagement strategies
- Graphic design and data visualizations such as maps, infographics, and short animations of safety countermeasures (GIF)
- Development of professional, concise, graphically appealing reports that are internal as well as public-facing.
- Translated graphic materials in Spanish, Amharic, Korean, Vietnamese, Chinese (Cantonese and Mandarin), French and other relevant languages for the District

7. Deliverables

SOW Reference	Deliverable	Method of Delivery	Due Date	To Whom
6.2.1	Summary of Crash Data Analysis	Electronic	Upon completion of work order(s)	DDOT
6.2.2	Summary Report and accompanying analysis files	Electronic	Upon completion of work order(s)	DDOT
6.2.3	Signage and Marking Plans	Electronic	Upon completion of work order(s)	DDOT
6.2.4	Outreach and Engagement Summaries	Electronic	Upon completion of work order(s)	DDOT

8. Instructions to Offerors

8.1 Qualifications Due Date

8.1.1 Submissions, on the whole, shall not exceed 60 pages in length.

8.1.1.1 Resumes should be no more than ten (10) pages.

8.1.1.2 Include no more than ten (10) past projects.

8.1.1.3 Section H shall not exceed 15 pages.

8.1.2 Qualifications are due on or before 2:00 PM on March 27, 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 ddot.aeschedule@dc.gov; neal.watson@dc.gov, and mohammad.ferdaws@dc.gov . Inclusion of other materials by reference will not be considered.

8.2.2 Section H of the Standard Form 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.

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

8.2.4 Provide qualifications and experience regarding implementing best practices and strategies for the scope of work, including tasks identified in Section 6.2

8.2.4.1 Communication between stakeholders.

8.2.4.2 Public Outreach.

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

8.2.4.4 Identification, management, and mitigation of project risks.

8.2.5 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.

9. **Evaluation of Qualifications**

9.1 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;
(25 Points)

2. Demonstrated specialized experience and technical competence in the type of work required; **(40 Points)**

3. Demonstrated Capacity to accomplish the work in the required time; **(15 Points)** Identify 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.

4. Past performance with project references on contracts with Government agencies and private industry in terms of quality of work, cost control, 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:

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: 100

9.2 Scoring Methodology

The Evaluation Board will review the submittals with reference to the evaluation factors specified in Section 9.1, in accordance with the rating scale 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 or offeror did not address the factor.
1	Poor	Marginally meets the minimum requirements; major deficiencies are present.
2	Minimally Acceptable	Marginally meetings 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.

1. 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 evaluations the Proposer’s response as “Good,” then the score for that evaluation factor is 4/5 of 50, or forty (40) points.

10. Contracting Officer’s Representative

Name: TBD
Vision Zero Division

Agency: District Department of Transportation (DDOT)

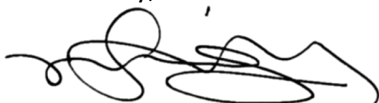
Address: 250 M Street, SE
Washington, DC 20003

Telephone: TBD

Email: TBD

If you have any questions regarding the solicitation or requirement, please contact the undersigned at mohammad.ferdaws@dc.gov, with copies to, neal.watson@dc.gov and ddot.aeschedule@dc.gov.

Sincerely,



Mohammad Ferdaws
Deputy Chief Contracting Officer – DDOT/OCP