

SOLICITATION OF STATEMENTS OF QUALIFICATIONS ARCHITECT-ENGINEERING SERVICES SCHEDULE

1. The District Department of Transportation (DDOT) is soliciting Standard Form 330 from experienced Architect-Engineer firms. The form will be used in selecting Architect-Engineering firms to perform the following categories of Architect-Engineering and Architect-Engineering related projects:

- a. Roadway Design
- b. Bridge Design
- c. Constructibility Review and Miscellaneous Design Services
- d. Construction Engineering and Management
- e. Traffic Engineering (Streetlight and Traffic Signal)
- f. Geotechnical Investigations and Studies
- g. Survey and Mapping
- h. Environmental Engineering Investigations and Studies
- i. Transportation Planning Studies
- j. Transportation Research and Technology Transfer
- k. Public Participation and Partnering
- l. Bicycle and Pedestrian Studies
- m. Railroad Consulting Technical Services
- n. Urban Design
- o. Pavement Management and Infrastructure Data Collection Service
- p. Right-of-Way Services
- q. Intelligent Transportation Systems
- r. Subsurface Utility Engineering
- s. Building Design

2. A more complete description of these categories is accessible via the Office of Contracting and Procurement website at www.ocp.dc.gov and the DDOT website at www.ddot.dc.gov

3. DDOT will make Architect-Engineer Contractor selections in accordance with the provisions of 27 DCMR Chapter 26. Interested vendors desiring consideration for Architect-Engineer contracts may request consideration under one or more categories and a separate submission is not required for each category. DDOT may select firms for more than one category. However, DDOT will award only one contract per Architect-Engineer Contractor. DDOT will include in the one contract all of the categories for which the Architect-Engineer Contractor has been selected.

4. DDOT will establish a list of Architect-Engineer Contractors awarded a contract and their selected categories. Award will be made to the highest rated offerors at the conclusion of the evaluation process. A panel of DDOT staff will conduct evaluations and make award recommendations to the Contracting Officer. Final selection will be made by the Contracting Officer in accordance with Title 27 DCMR Chapter 26. Individual task orders will be negotiated and issued separately by DDOT after contract award has been made to selected Architect-Engineer Contractors.

5. DDOT will award to each selected Architect-Engineering Contractor an Indefinite Delivery/Indefinite Quantity Contract for a base period of one year with two (2), one (1) year options for a total of (3) three years. DDOT will review the list of awarded contracts at the end of each year, and reserves the right to add or delete Architect-Engineer Contractors at any time during the three-year period.

6. There is a minimum order guarantee of one (1) billable hour per awarded contract per year regardless of the number of categories for which the Architect-Engineer Contractor is selected and a maximum of up to \$6,000,000.00 per year depending upon the number of categories for which the Architect-Engineer Contractor is selected as follows: 1-4 categories \$2 million maximum; 5-9 categories \$4 million maximum; 10 categories and above \$6 million maximum.

7. Vendors desiring consideration for Architect-Engineer contracts should submit nine (9) copies of their Standard Form 330, Architect-Engineer Qualifications. All vendors desiring consideration for Architect-Engineer contracts must include all information relating to the firms qualifications in the standard form. Inclusion by reference to other materials is not acceptable. The Standard form 330 consists of nine (9) pages. Vendors desiring consideration for Architect-Engineer contracts may submit twenty (20) additional double-sided pages for a total not to exceed forty-nine (49) pages for the entire form. The vendor's completion of Part 1 Section C indicating potential subcontractors is not required since it is not DDOT's intent to undertake evaluation of each proposed subcontractor.

8. The evaluation criteria for selection are listed below:

- (a) Professional qualifications necessary for satisfactory performance of the required services; twenty (20) points;
- (b) Specialized experience and technical competence in the type of work required; twenty-five (25) points;
- (c) Capacity to accomplish the work in the required time; twenty (20) points;
- (d) Past performance on contracts with the District Department of Transportation (DDOT), other District governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules; twenty-five (25) points and
- (e) Evidence of collaboration with Disadvantaged Business Enterprises (DBEs) ten (10) points

9. The Architect-Engineer Contractor agrees to ensure that DBE's as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of individually awarded task orders on this federally-funded contract and that he/she shall not discriminate on the basis of race, color, national origin, age, sex or disability in the execution of this contract..

10. The Standard Form 330 from all offerors must be received by 2:00 p.m. on December 16, 2008 at the following address:

Office of Contracting and Procurement Bid Room
Reeves Center
2000 14th Street, N.W. 3rd Floor
Washington, D.C. 20009

11. Updates to this solicitation will be made available at www.ocp.dc.gov and www.ddot.dc.gov

12. The Contracting Officer for this procurement is Mr. Jerry M. Carter. He may be contacted at (202)671-2270.

**ARCHITECT & ENGINEERING SERVICES SOLICITATION
SCOPE OF WORK**

- a. **Roadway Design**: Perform design, and prepare plans, special provisions, cost estimates and bid documents for construction of streets and roads. Perform streetlight and traffic signal designs to upgrade streetlights and traffic signals within the project limits. The same electrical consultant will perform streetlight and traffic signal designs. Provide innovative storm drainage designs to improve the quality of storm water. Perform design for safety improvements. Provide traffic management plans for safe vehicular and pedestrian traffic during construction. Project plans may involve several street locations for resurfacing, reconstruction and upgrading (substandard streets with asphalt or no curbs).

- b. **Bridge Design**: Perform structural design analyses of bridge and related structures and prepare plans, special provisions, cost estimates and bid documents for construction of bridges and structures. Project plans may involve including adjacent street or roadway design. Perform design for safety improvements. Perform streetlight and traffic signal designs within the project limits. The same electrical consultant will perform streetlight and traffic signal designs. Provide traffic management plans for safe vehicular and pedestrian traffic during construction.

- c. **Constructability Review and Miscellaneous Design Services**: Review of the design drawings, specifications, estimate of quantities and cost estimates for completeness, accuracy, conformance with District Department of Transportation (DDOT) standards, ease of construction, construction phasing, project safety, conflicts with existing utilities, affect of construction on adjacent properties, maintenance of traffic and ease of future maintenance and operations. Emergency inspections of bridges, culverts and highway structures, including but not limited to appurtenant electrical and mechanical systems and make recommendation for immediate actions.
Review shop drawings, working drawings and material specifications for conformance with the design plans. Perform miscellaneous emergency engineering and design services.

- d. **Construction Engineering and Management Services**: Provide management support and related services for construction of bridges and roadway projects. Provide a competent staff to assist the District's personnel in the inspection and coordination of the project during construction phase. Oversee the construction activities to ensure that the quality of materials and workmanship meet or exceed the District standards. Maintain accurate records of field measurements, record of materials, documentations and payments. Provide all equipment and materials necessary, including office equipment, surveying equipment, testing equipment, communication equipment, transportation for project business, and office supplies.

- e. **Traffic Engineering (Streetlight and Traffic Signal)**: Coordinate traffic signal and streetlight design. Perform traffic signal and streetlight design and preparation of plans, specifications and estimates for the following types of projects:

Designs for specific citywide programs to enhance signal efficiency and operation.
Traffic signal design to complement specific bridge and roadway construction plans.

Traffic signal design to satisfy a need unrelated to construction.

Installation, removal and/or relocation of street lights in connection with road and bridge improvement projects; upgrading street and alley lights and conversion of series circuit street lighting system.

Traffic signal design generally includes the design and preparation of plans, specifications and estimates for:

Installing new traffic signals.

Relocating, replacement or upgrading existing traffic signals.

Complementing various maintenance of traffic or detour stages.

Installing new or rerouting existing traffic signal system communications cable and supporting hardware.

Reconfiguring street intersections with channelizing islands to control and direct traffic movements.

- f. **Geotechnical Investigations and Studies**: Perform soil borings, boring logs, test cores, laboratory tests, analyses and recommendations for appropriate action.

- g. **Survey and Mapping**: Prepare surveys for mapping and referencing the bridges, structures and roadways, including all features within and adjacent to the project limits necessary for successful construction of the project.

- h. **Environmental Engineering Investigations and Studies**: Conduct studies to determine the environmental impact of proposed transportation facilities, including impacts on air quality, water quality, noise, neighborhood impacts and impacts on cultural resources. Environmental studies shall be consistent with Federal requirements under the National Environmental Policy Act (NEPA) and Section 4 (f) requirements. The consultant shall collect environmental data related to Department transportation projects, evaluate environmental impacts, prepare draft reports, maps, and other documents to describe anticipated environmental impacts, develop environmental mitigation recommendations, when appropriate, and document all research and findings in draft and final report. Environmental studies shall be conducted with appropriate public notification and opportunity for public participation. Conduct environmental studies consistent with local Environmental Policy Act requirements.

- i. **Transportation Planning Studies**: Conduct studies to determine transportation needs of residents, businesses and visitors to the District of Columbia, including, but not limited to strategic plans, truck management plans, pedestrian plans, major

transportation facility plans, such as roadways, bicycle paths, recreation trails, transportation facilities, transportation assets and inventories and traffic studies.

Traffic studies contemplated by the Department include but are not limited to the intelligent transportation systems, traffic calming, signal timing, neighborhood conditions, traffic counts, origin and destination studies, calculate levels of service, collect and evaluate crash statistics, determine the traffic carrying capacity of roadways, and collect other information on existing traffic conditions and level of traffic congestion. Identify and evaluate nearby transit service, including bus and rail access. Identify and evaluate proposed development projects in the study area and determine daily and peak hour traffic generated by the new development. Calculate modal splits for employees, visitors, and customers, to determine the impact on local streets, sidewalks and other transportation facilities. Offer recommendations, identify alternatives and provide other related technical assistance.

Prepare preliminary design plans to demonstrate the physical characteristics and operating characteristics of proposed transportation facilities. Prepare computer simulations showing operating characteristics of proposed alternative traffic solutions. Develop artist renderings and design visualization using computer simulations, assist Department in preparing for and recording the results of alternative design charrettes with community groups and businesses and scheduling, conducting and recording meetings to gauge public sentiments on proposed transportation projects.

- j. Transportation Research and Technology Transfer:** Conduct research studies and analyses to identify state-of-the-art technologies and procedures that can be utilized in the District of Columbia (District) to improve mobility, safety, and efficiency, and conserve resources. Prepare reports that evaluate alternative technologies and methodologies and their applicability in the District. Conduct analyses of new demonstration projects to evaluate their effectiveness and efficiency in meeting design goals and Department objectives.
- k. Public Participation and Partnering:** Develop and implement public participation and partnering programs associated with Department of Transportation studies, plans and construction projects. The work to be performed by the consultant shall include the development of public participation work plans, the preparation of materials for use at public meetings, including maps, brochures, powerpoint presentations and other materials, the development of computer simulation models that describe the potential impacts of transportation projects. The consultant shall also prepare project mailing lists of stakeholder groups and interested parties, develop project web sites, and other methods of communicating project information to the public, assist in the scheduling and conduct public meetings and design charrettes. Develop public surveys, purchase media notices and advertising, develop artwork and scripts.

Develop public education campaign materials related to transportation issues, and evaluation reports on the effectiveness of the campaign.

The consultant shall also assist in the development and implementation of “partnering” activities, including the development of Memoranda of Agreement with private organizations and other public agencies to share responsibilities in the development and implementation of projects. The consultant shall provide technical support in the Department’s negotiations with private organizations and other public agencies in the development of joint transportation projects.

l. Bicycle and Pedestrian Studies: Collect data and information regarding bicycle and pedestrian services and facilities. Prepare draft and final reports regarding bicycle routes and trails and pedestrian facilities to promote the safe and efficient movement of individuals. Develop policies and plans to promote bicycle and pedestrian safety.

m. Railroad Consulting Technical Services: The services required relate to those railroads operating on the rail system of the United States, for example, CSX and Amtrak. Subjects in which technical consulting and planning advisor services may be required include:

Assessment of rail carrier interests and positions
Advice regarding railroad operations and facilities
Identification of D.C. railroad objectives and interests
Negotiations with railroads
Rail line abandonments
Surface Transportation Board actions
Assistance in preparing communications with federal agencies regarding railroad matters
Estimation of costs related to railroad construction and maintenance

n. Urban Design: Prepare, develop, and review urban design of DDOT projects. Develop streetscapes for DDOT projects. Develop, incorporate, and review urban design elements and concepts in roadway design for DDOT projects. Develop, incorporate, and review urban design and architectural elements and concepts in bridge design for DDOT projects. Develop, incorporate, and review concepts of urban design elements, architectural elements, and public art for retaining walls. Develop architectural elements for street furnishings. Develop, incorporate, and review urban design elements and concepts for bicycle and pedestrian bridges and facilities. Develop, incorporate, and review urban design elements and concepts for parking facilities. Develop and review signage. Develop, incorporate, and review landscaping elements and concepts for DDOT projects. Provide graphic design for DDOT projects. Provide architectural design for DDOT projects. Develop, incorporate, and review urban design, architectural, and landscaping elements and concepts for Riverfronts. Develop and review Public Art for DDOT projects. Develop and review low impact development and green design concepts for DDOT projects.

- o. Pavement Management and Infrastructure Data Collection Services:** Provide a comprehensive pavement condition (distress, ride quality, and skid) data collection and analysis service using the latest state-of-the-art technology. Be able to perform both destructive and non-destructive condition assessment. Use collected information and analyze existing pavement material and condition and recommend appropriate action plan. Present data both in raw and processed format per the Department's standards and polices for integrating with existing systems. Provide infrastructure asset data (asset type, dimensions, exact location, etc) collection services. Information needs to be collected in a format approved by the Department. Perform pavement, pavement material, and related analysis and system improvement studies.
- p. Right of Way Services:** Prepare right-of-way plans, manage the acquisition process and supply expert services for the acquisition process.
- q. Intelligent Transportation Systems (ITS):** Provide ITS services in software, hardware, telecommunications, and ITS subsystems. ITS services cover ITS systems development, integration and maintenance, including Traffic Management Center (TMC) –software/hardware, video walls, closed circuit television (CCTV), traffic signals, Highway Advisory Radios, Roadway Weather Information Systems, traffic detectors, telecommunications, new technology market study and deployments. The scope also extends to traffic simulation, Geographic Information System (GIS), ITS/Commercial Vehicle Operations (CVO) and Commercial Vehicle Information systems Network (CVISN), traffic signal optimizations, cost benefit studies, ITS architecture, systems engineering management plan, Web applications, performance measures and ITS transit. Work can include all phases in the systems engineering life cycle with applications in ITS.
- r. Subsurface Utility Engineering (SUE):** SUE responsibilities include highly efficient, nondestructive engineering incorporating civil engineering, surface geophysics, surveying and mapping, non destructive vacuum excavation and asset management technologies to identify and classify quality levels of existing subsurface utility data as well as mapping the locations of underground utilities. SUE will also involve field investigations, test holes, plotting design, engineering analysis and recommendations relative to impacts on existing or proposed utilities. Four levels of SUE will be required:
- Quality Level A – Precise horizontal and vertical location of utilities obtained by the actual exposure and subsequent measurement of surface utilities
 - Quality Level B – Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities
 - Quality Level C – Information obtained by surveying and plotting visible above-ground utility features
 - Quality Level D – Information derived from existing records or oral recollections.

- s. **Building Design:** Prepare architectural, structural, mechanical, plumbing, electrical and hazmat abatement drawings and specifications. Will prepare necessary permit applications for building permits, erosion and sediment control plan and stormwater permit. Will develop necessary Heating, Ventilation and Air Conditioning (HVAC) design plans as well as electrical and lighting design plans.