

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF TRANSPORTATION

UNIVERSITY RESEARCH SCHEDULE

For

TRANSPORTATION RESEARCH AND TECHNOLOGY DEVELOPMENT

INVITATION NO.: DCKA-2011-Q-0143

SCOPE OF WORK

1. The District Department of Transportation (DDOT) is soliciting this Request for Qualifications (RFQ) from experienced academic institutions and/or universities with research capabilities and expertise in the areas of 1) Program Management for Transportation Research and Technology Development and 2) The conduct of research in the following areas. This RFQ will be used to select academic institutions and universities with transportation policy, planning, operations, and engineering expertise in the following discipline areas:

Academic and Administrative Program Support
Asset Management
Bicycle and Pedestrian Safety Congestion and Urban Mobility
Environmental Engineering
Intelligent Transportation Systems
Mass Transit
Pavement and Bridges
Summer Transportation Institute
Traffic Operations and Safety
Transportation Demand Management
Transportation Internship Program
Transportation Planning
Transportation Policy, Economics, and Finance
Transportation Research, Evaluation, and Technology Development
Value Parking and Congestion Pricing
2. The period of this contract shall be from date of award for a term of two years. The District may, at its discretion extend the contract for one option year period.

3. The types of studies that are being requested of DDOT include: studies in revitalization areas, identification of strategies to alleviate traffic congestion, environmental investigation and assessment, and parking solutions. DDOT is expected to provide specialized analysis and research for major projects such as: the impacts of countdown pedestrian signals; feasibility studies of Weigh-inMotion (WIM); Overweigh Truck Enforcement; Development of Uniform Transportation Modeling and Analysis Procedures for DDOT; Incorporation of Transportation Demand Management into the Development Process; The Implementation of Over the Road Congestion Pricing Technologies and Strategies; Streetcar Accessory Business Development Plans; evaluation of Metro Services; Legal Findings on the Use of Cast Iron/Steel Poles in the District for Federal Aid and Local Projects; and other environmental issues.
4. DDOT will make Administration and Research Contractor selections in accordance with the provisions of 27 DCMR Chapter 16. Interested parties desiring consideration for research contracts may request consideration under one or more of the categories listed above, a separate submission is not required for each category. DDOT is in the process of establishing a consortium of universities to provide on-going administration, research and technology development. DDOT may award one or more Indefinite Delivery/Indefinite Quantity (IDIQ) contracts for all of the categories for which the University Research has been selected. DDOT is seeking to contract with a number of universities to provide Transportation Research and Technology Development to the Department on an as needed basis.
5. Award will be made to a number of universities as DDOT wants to establish a consortium of Universities to conduct the required research. 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 16. Individual task orders will be negotiated and issued separately by DDOT after contract award has been made to select research universities.
6. DDOT will award to each selected research university contractor an Indefinite Delivery/Indefinite Quantity Contract for a base period of two years plus one option year. DDOT will review the list of awarded contracts at the end of each year, and reserves the right to add or delete Research University Contractors at any time during the two-year period.
7. 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 Research University Contractor is selected. There is a maximum of up to \$750,000.00 per year.

8. Universities desiring consideration for Transportation Research and Technology Development contracts should submit five copies of their proposals, along with Research University Qualifications. All vendors desiring consideration for Transportation Research and Technology Development contracts must include all information relating to the academic institutions qualifications in the following format. The institution must submit the Technical Proposal in a separate binder containing the following information. The following topics will be considered minimum contents of the proposal. The proposal contents shall be arranged in the same order and identified with headings as presented herein
 - a. Name of the institution submitting proposal; main office address; when organized; when and where incorporated; appropriate Federal, State, and County registration numbers; and annual report or financial statement. The District encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
 - b. Understanding of the problem and technical approach.
 - i. Transmittal letter that identifies the discipline area(s) of the institution, and which areas of task deliverables as defined in section 1 (a-p) the offeror is proposing for contract award.
 - ii. Description of Approach: For each discipline that is proposed for contract award, the offeror shall provide a five (5) page narrative that describes its understanding of the discipline area and an approach or work plan the offeror proposes to solve the problem identified for each discipline area. In addition, the offeror shall provide a one (1) page project management plan that identifies the offerors proposed personnel assigned to the hypothetical project, their project title (project manager, analyst, etc), the number of hours they are assigned to the hypothetical project, the total hours required to complete the hypothetical project. The response to each is subject to the disciplines the offeror is proposing for contract award.
 - c. Statement of Qualifications: The statement of Qualifications must include a description of organizational and staff experience, and resumes of proposed staff.
 - i. Staff experience: Identify full-time and part-time staff, proposed consultants, subcontractors, and students that your university proposes to assign to each discipline. Prepare a matrix that shows the staff person's name across the top and the disciplines and fill in areas along the left side; check the appropriate cells for which the staff person is being proposed. This information should be supplemented by staff resumes for personnel assigned to the task.

- ii. Organizational and Staff Experience: Offerors must describe their qualifications and experience to perform the work described in this Request for Proposal. Information about experience should include direct experience with the specific subject matter. The offeror shall prepare and submit with its proposal a similar matrix to that as described above (b.ii) demonstrating disciplines and skill areas of projects of a similar nature for which the institution participated; identify the date of the project and whether the University was the prime contractor or a subcontractor to another firm or organization.
- iii. References: Special notation must be made to similar or related programs performed and must include organization names, addresses, name of contact persons, and telephone numbers for such reference. This information should be supplemented by at least three references.
- d. The personnel named in the technical proposal will remain responsible throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the Office of Contracting and Procurement (OCP).

9. **PRICE PROPOSAL INSTRUCTIONS:**

The District is **NOT** requesting price proposals at the present time. The District will request a schedule of fixed hourly rates for the contract period under separate cover from the top ranked offerors at a later date. The specific price proposal format will be provided to the top rated offerors at the time the request is made. The District reserves the right to require that price proposals that are submitted after the designated date and time will be rejected.

10. The evaluation criteria for selection are listed below:

- a. Professional qualifications necessary for satisfactory performance of the required services;
- b. Specialized research experience and technical competence in the disciplines described;
- c. Demonstrate innovative research approaches;
- d. Capacity to accomplish the work in the required time;
- e. Past performance on contracts in research and the listed disciplines for local, state, and other governmental entities, and private industry consists in terms of control, quality of work, and compliance with performance schedules.

11. The Research University Contractor agrees to ensure that DBE's as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of individuality 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 handicapped in the prosecution of this contract.
12. The proposals must be received no later than 2:00 p.m. on August 15, 2011 at the following address:

District of Columbia Department of Transportation
Office of Contracting and Procurement
55 M Street, SE, 7th Floor
Washington, DC 20003
13. Questions can be sent via email to: williamp.carr@dc.gov. Questions will not be responded to if received after August 1st. Telephone contacts are not acceptable. Updates to this solicitation will be made available at www.ddot.dc.gov.