

DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS

DESIGN-BUILD SERVICES

SAINT ELIZABETHS EAST CAMPUS

STAGE 1 INFRASTRUCTURE IMPROVEMENT PROJECT

August 15, 2012

Statement Due Date: October 15, 2012

Project Information Meeting: September 6, 2012

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Contract Identification No.: DCKA-2012-R-0102

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1.0 INTRODUCTION

For the past two years the District has been diligently developing a physical redevelopment plan and complimentary economic development strategy to guide the revitalization of the East Campus of Saint Elizabeths and surrounding communities. While the planned consolidation of the Department of Homeland Security and eventual location of 14,000 -17,000 employees on the West Campus – directly across MLK Jr. Ave – was the initial impetus for this planning, the redevelopment of the East Campus has become a critical project in realizing the District’s goals of fiscal stability, job creation, and economic competitiveness. Success is most critical here as the communities surrounding St. Elizabeths are among the most economically distressed in the District. Redevelopment offers the opportunity to provide amenities for local communities and the forthcoming future 4,400 Coast Guard employees – set to arrive on the West Campus in May 2013 – while creating a new center for innovation which will serve to further diversify the District’s economy. There are three distinct economic development goals for the Saint Elizabeths redevelopment:

- Build an environment (both programmatic and physical) that encourages entrepreneurial businesses in dynamic and innovative sectors to grow in DC, and allows federal government agencies to partner with the private sector in support of innovation and commercialization.
- Serve as the centerpiece for District-wide efforts to diversify the local economy and enable DC-based businesses to reduce reliance on federal procurement contracts and increase their competitiveness in private sector global markets.
- Promote DC’s existing social and economic assets, and build capacity in under-served communities, to ensure District residents and businesses participate in economic opportunities at St. Elizabeths.

The redevelopment effort is now transitioning into an implementation phase, and the District is engaged in a process of soliciting development and programmatic partners, as well as working closely with partner agencies to complete site entitlements including matter-of-right zoning. Infrastructure development is critical to supporting the above vision and as such the scope contained here has been prioritized by the District.

2.0 BACKGROUND INFORMATION

2.1 Project Overview

The project is located on of the 170 acre east campus of the former St Elizabeths mental hospital. It will be redeveloped in two stages over the next 20 years into a mixed use site. The master plan for development calls for new residential, retail, educational and business uses on the site. There will be adaptive re-use of approximately 1 million SF of existing historical buildings on the site. An additional 4 million SF of new development as well as a 750,000 SF FEMA headquarters building are planned for the east campus. Hospital operations have been moved to a new parcel east of the redevelopment sites. New infrastructure systems and transportation systems will be needed to serve the new uses and the increased density of the development. The attached concept infrastructure plan sets the framework for the design and construction of the infrastructure and roadway systems to serve the campus at build out conditions, with two distinct stages of construction presently planned.

Previous work completed on the east campus related to this project includes:

- NEPA work for Roadway plans and 30% Roadway plans by the District Department of Transportation (DDOT). This effort has resulted in a completed Environmental Assessment (EA) for the impacts of the redevelopment and the proposed roadway system. A Finding of No Significant Impact (FONSI) was obtained by DDOT in July 2012.
- Existing Infrastructure Condition Review Report by the Deputy Mayor of Planning and Economic Development (DMPED) (Attachment C). DMPED prepared an existing conditions survey of the infrastructure systems on the east campus in January 2012. Major conclusions of the report are as follows:
 - Water Systems – the entire area has low pressure and flow issues. The onsite system is all private and does not meet DC water standards and will need to be replaced.
 - Wastewater Collection Systems – the only salvageable portion of the system may be the 18 inch diameter trunk sewer line running down the ravine north of the site, and connecting to the DC Water manhole near the Suitland Parkway. The onsite system is all private and does not meet DC water standards and will need to be replaced.
 - Storm Sewer System – the only salvageable portions of the system may be the dual outfall pipes (54 inch and 42 inch diameter) running down the ravine north of the site toward Suitland Parkway. The onsite system is all private and does not meet DDOT, DC Water and DDOE standards and will need to be replaced.
 - Electrical systems – except for the new service to the hospital, all facilities on site were constructed as a private system and as such are not considered reusable by the utility company.

- Telecom Systems – all existing telecom (Verizon data, entertainment TV and CCTV systems) facilities are to be considered “non-salvageable” as they are deemed obsolete and unsuitable for future use and will need to be removed or abandoned and new systems installed.
- Natural Gas – all existing natural gas piping on East Campus is to be considered “non-salvageable”. Existing lines will need to be removed or abandoned and new pipes installed.
- Steam Tunnels – are deemed to be “non-salvageable”, contain hazardous materials and not located in acceptable areas for any type of reuse. The Design-Builder shall abate hazardous materials and demolish the portions of existing steam tunnels which are in conflict with new construction. The existing steam tunnels not impacted by construction are to be sealed and abandoned.
- The complete Concept Infrastructure Report is attached to the RFQ as Attachment A.
- DDOT’s current estimated contract value for this Project is approximately \$51,000,000.

2.2 Scope of work

The anticipated scope of work to be undertaken by the successful Submitter under the design-build contract for this Project will be identified in the RFP. The Design-Builder will be required to design and construct the project in a manner consistent with the DDOT’s goals and objectives. This work is anticipated to include, among other things, design services, labor, and materials necessary to perform all work required to support the design and construction of the following: (a) survey; (b) roadway; (c) permanent and/or temporary structures; (d) geotechnical; (e) environmental; (f) hydraulics; (g) traffic control devices; (h) transportation management plan; (i) utilities; (j) site and building demolition; (k) hazardous materials inspection/testing and abatement; (l) quality control and quality assurance; (m) public involvement/relations; (n) Quality Control inspection and QC materials testing and sampling; (o) Street Lighting and (p) overall Project management of Design-Builder activities.

Environmental work shall address all items necessary for the acquisition of all permits in the name of the Design-Builder for the project. The Design-Builder’s price shall cover costs for all permits, mitigation (if required), fees, testing, inspection, demolition, abatement, disposal, labor and materials associated with permitting, demolition, removal, abatement, and construction activities including but not limited to also addressing; noise and vibratory reduction requirements, dust control, erosion and sedimentation control, work hour restrictions associated with noise and

vibration restrictions, and the development and submission for approval of a truck routing plan.

Hydraulic work is anticipated to include all items necessary, including all hydraulic and hydrological analysis necessary to ensure proper drainage design for the effective management of drainage and storm runoff in accordance with latest DDOE, DC Water and DDOT regulations. The Design-Builder is strongly encouraged to consider Low Impact Development (LID) solutions to address drainage and runoff needs for this project.

Utility work is anticipated to include all items necessary to perform the installation of new facilities, relocations, abandonments, demolition, and coordination of utilities in accordance with the Utility Specifications and Standards of DDOT and the respective utility companies. All utility work shall be performed by a contractor pre-approved by the applicable utility.

Completed Phase I and Phase II reports for the Stage 1 construction areas and hazardous materials characterization reports (for the three building to be demolished during Stage 1 construction) will be included with the RFP document.

Design Quality Control/Quality Assurance work is anticipated to include all items necessary for the Design-Builder to submit a compliant design for review and acceptance by DDOT. Once final design approval is granted by the Department, the Design-Builder shall sign and seal the final plans.

Construction Quality Control work is anticipated to include all items necessary to perform QC inspection of construction activities and materials sampling and testing of all materials incorporated into the project in accordance with DDOT and respective utility companies Standards and Specifications. The Design-Builder's QC staff shall maintain project records including but not limited to Daily Inspection Reports, material delivery tickets, Materials Book, Test Reports and environmental inspection reports. These items will be readily available for review by Quality Assurance Staff at all times.

2.3 Authority to Procure the Project

Procurement Practices Reform Act of 2010 (PPRA), DC Law 18-371, 58 DCR 1185, /April 8, 2011.

2.4 Procurement Overview of the Project

The process will conform to the PPRA with respect to procurement by competitive sealed proposals using a two-step solicitation process.

For the first step, an RFQ will be issued to the general consulting and contracting community to solicit responses from design build teams for the purpose of selecting qualified teams to respond to an RFP that will be issued in January 2013. Up to three (3) qualified design build teams may be selected for purposes of responding to the RFP.

It is anticipated that the RFP (part 2 of the solicitation process) will include necessary responses and/or requirements for:

- Letter of Submittal
- Technical Proposal
- Submitters design approach which expands on the Preliminary Plans for the utility infrastructure systems and roadways for Stage 1 of the development construction as indicated in Attachment C of this RFQ
- Project Schedule
- Price Proposal
- Scoring methodology for the RFP

2.5 Schedule

The current schedule for this procurement is anticipated to meet the following milestones. DDOT reserves the right to adjust or modify this schedule as it finds necessary.

Advertise RFQ	August 15, 2012
Project Information Meeting	September 06, 2012 at 9:00 AM EST
Deadline to submit Questions	September 13, 2012 at 4:00 PM EST
DDOT will respond to Questions	September 28, 2012
Statement of Qualifications Submission Date	October 15, 2012 at 4:00 PM EST
Notifications to Submitters of Prequalified Teams	November 15, 2012
Release Date of RFP	January 15, 2013
RFP Submission Date	March 15, 2013
Award Date	June 14, 2013

2.6 DDOT Point of Contact (POC)

For technical questions and project technical details, the point of contact is:

Name: Ms. Hayat Kelil-Brown
Address: DDOT/IPMA
4TH Floor
55 M Street, SE
Washington, D. C. 20003
Email: Hayat.Kelil-Brown@dc.gov

Questions shall be submitted in accordance with Section 6.0.

2.7 Evaluation

Submitters are strongly encouraged to submit with Statement of Qualifications (SOQ) previous innovative solutions implemented in other similar projects such as Low Impact Development concepts.

Upon receipt of the SOQ, DDOT will make an initial determination as to whether each SOQ is responsive, using pass/fail criteria established in this RFQ. DDOT may exclude from consideration any SOQ that is not responsive to this RFQ. A non-responsive SOQ will fail to provide the minimum requirements as listed in this RFQ, specifically a letter of commitment to provide a performance bond of surety and a CBE Plan. Each SOQ that meets the requirements as stated in this RFQ will pass the initial determination. DDOT will then assess how well the evaluation criteria were met and score each Submitter's SOQ accordingly. At any time during this process, DDOT may make a determination that an SOQ is non-responsive.

DDOT will then advance those Submitters who meet the pre-qualification requirements of this RFQ to the RFP Phase and request final proposals in response thereto, up to a maximum of three (3) Submitter teams.

All Submitters submitting SOQs will be notified of the results of the shortlist selection process.

2.8 RFQ Information Package

The RFQ Information Package is available to interested Submitters for download at the following District Department of Transportation (DDOT) and Office of Contracting and Procurements (OCP) website: <http://ddot.dc.gov/procurement>

2.9 RFQ Documents and Addenda

RFQ Documents and Addenda will be posted on the DDOT website;

<http://ddot.dc.gov/procurement>

It shall be each Submitter's responsibility to check the website on a regular basis for updates/addenda.

2.10 Acknowledgement of Receipt of RFQ, Revisions, and/or Addenda

Submitter shall provide to DDOT acknowledgement of RFQ, Revisions, and/or addenda by attaching "Acknowledgement of Receipt" Form, included as Attachment 2.10, with submission of the SOQ. This form shall serve as acknowledgement that the Submitter has received this RFQ and any revisions and/or addenda. The Submitter shall include on the form the identity of the Submitter's single point of contact for the receipt of any documents, notices, revisions, and/or addenda associated with this RFQ. Failure to include this form may result in the Submitter being disqualified.

2.11 Project Information Meeting

DDOT will hold a Project Information Meeting for potential Submitters on the date and time set forth in Section 2.5 above at DDOT/IPMA, 4TH Floor, 55 M Street, SE, Washington, D.C., Room 439A at 9:00 AM.

3.0 CONTENTS OF STATEMENTS OF QUALIFICATIONS

This section describes specific information that must be included in the Statements of Qualifications and the basis for SOQ evaluation. The format for the presentation of such information is included in Section 5.2.

3.1 General

3.1.1 The RFQ phase of the procurement process is intended to enable Submitters to demonstrate their qualification to perform the Project, and to allow DDOT to evaluate those qualifications and to determine a short-list. Submitters should include information which will demonstrate the experience and qualifications required by this RFQ. It is not the intent of DDOT for Submitters to submit Project-specific design or engineering recommendations as part of this phase.

3.1.2 The SOQ shall include all information required under this section. Submitters shall complete the SOQ checklist, Attachment 3.1.2, and include it as part of their SOQ. The SOQ Checklist is to aid the Submitter in ensuring all submittal requirements have been included in the Submitter's SOQ.

- 3.1.3** DDOT reserves the right to conduct an independent investigation of any information included in the SOQ by contacting project references, contacting independent parties, using public information, or other means. DDOT also reserves the right to request additional information or seek clarification from a Submitter to aid in the evaluation of that Submitter's SOQ.
- 3.14** The Submitter shall specifically and conspicuously designate any information it deems proprietary in its SOQ as such and state in writing why protection of that information is needed. Blanket designations which do not identify specific information shall not be acceptable and may be cause for DDOT to treat the entire SOQ as public information. Nothing contained in this provision shall modify or amend requirements and obligations imposed on DDOT by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described and any applicable law(s).
- 3.15** Given the confidential nature of the evaluation and negotiation process associated with this project, and to preserve the propriety of each Submitter's SOQ, it is DDOT's intention, subject to applicable law, not to consider a request for disclosure until DDOT's issuance of a Notice of Intent to Award. Submitters are on notice that once a Design-Build Contract is executed, some of all of the information submitted in the SOQ may lose its protection under applicable law(s).
- 3.2 Letter of Submittal**
The Submitter's Letter of Submittal shall be on the Submitter's letterhead and include the following;
- 3.2.1** The Submitter's expression of interest in being selected for the Project.
- 3.2.2** The individual who will serve as the Submitter's Point of Contact (POC), including the POC's title, address, phone and fax numbers, and email address.
- 3.2.3** The signature of an authorized representative of the Submitter's organization. All signatures shall be original and signed in ink.
- 3.2.4** Identification of the Submitter's structure as a corporation, LLC, general partnership, joint venture, or other form of organization. Identify the team members who will undertake the financial responsibility for the Project and describe and liability limitations. If the Submitter is an LLC, partnership or joint venture, describe the bonding approach that will be used and the members of such organization who will have joint and several liability for the performance of the work required for the Project.

Any co-surety relationship shall be set forth in a single 100% performance bond and a single 100% payment bond.

- 3.2.5** A statement of the commitment of the key personnel identified in the SOQ to the extent required to meet DDOT's schedule and quality expectations.
- 3.2.6** A statement that the Submitter will comply with DDOT's Local, Small, and Disadvantaged Business Enterprises (LSDBE) policies regarding the use of Certified Business Enterprises (Section 10.0) and District First Source laws (Section 11.0).
- 3.2.7** A summary of the key points regarding the Submitter's qualifications.
- 3.2.8** A statement that the Submitter will comply with all applicable federal and District of Columbia laws and regulations; and will meet Certified Business Enterprise and First Source Program requirements.
- 3.2.9** A statement that the Submitter, if selected, can provide the product detailed in the Scope of Work within the time limits established in the Scope of Work, and within the budget established for the Project.
- 3.2.10** A letter from a surety or insurance company stating that the Submitter is capable of obtaining a performance and payment bond based on the current estimated contract value referenced in Section 2.1, which bonds will cover the Project and any warranty periods.

3.3 Project Understanding

- 3.3.1** Discuss generally the tasks involved in the Project and demonstrate an understanding of context of the entire project concept as it relates to the Master Plan which may be reviewed at stelizabethseast.com. Identify potential issues the Submitter may encounter. Illustrate clearly and concisely the technical and institutional elements that must be addressed by the Submitter to achieve successful completion of the Project.
- 3.3.2** Discuss your understanding of the traffic control required for the Project and how traffic control will impact the Project schedule. Discuss any major traffic control issues that need to be addressed, and your solution.
- 3.3.3** Outline key community relations issues and how they will be addressed.

3.3.4 Provide a general description of key issues that might affect the schedule.

3.3.5 Explain your understanding of partnering and how it will be implemented for specific tasks and issues on the Project.

Evaluation Criteria 3.3:

Major tasks, potential issues/concerns, maintenance of traffic, community relations, and partnering are described along with identifying adequate methods for dealing with them. Potential key issues affecting schedule are identified and realistic and potential mitigation measures are discussed.

3.4 Experience of Submitter's Team:

3.4.1 The Submitter should provide sufficient information to enable DDOT to understand and evaluate the experience of the Submitter's team on projects of similar scope and complexity.

3.4.2 Lead Contractor Work History – Use the Lead Contractor Related Work Experience Form, Attachment 3.4.1, to identify and discuss three relevant projects by the lead contractor and the specific role performed on each project. Focus on what the Submitter considers being most relevant in demonstrating its qualifications to serve as the lead contractor for this Project. To the extent possible, list only projects similar in nature to this Project and which involve team members proposed for the Project. Describe total project costs and the total value of change orders and claims for each project. Describe any permit violations or environmental regulation violations. A narrative description should be included on the Related Work Experience Form for each project. The narrative should be limited to one page per project. For any referenced design-build project not jointly performed by the lead contractor and lead designer, identify the design professional with whom it contracted. Include a contact name, current address, telephone number, and fax number for each project listed.

3.4.3 Lead Designer Work History – Use the Lead Designer Related Work Experience Form, Attachment 3.4.2, to identify and discuss three relevant projects by the lead designer and the specific role performed on each project. Focus on what the Submitter considers being most relevant in demonstrating its qualifications to serve as the lead designer for this Project. A narrative description should be included on the Related Work Experience Form for each project. The narrative should be limited to one page per project. For any referenced design-build project not jointly performed by the lead contractor and lead designer,

identify the construction entity with whom it contracted. Include a contact name, current address, telephone number, and fax number for each project listed.

Evaluation Criteria 3.4:

The Submitter has demonstrated organizational and management capability to deliver similar projects using design-build contracting. The Submitter has demonstrated organizational and management capabilities, working individually or as a team, to deliver similar projects, using methods other than design-build. The Submitter has demonstrated a history of resolving disputes without litigation, termination for cause, or liquidated damages. The Submitter has demonstrated a history of completing similar projects with little or no cost or schedule growth, including experience with mechanisms to avoid delays and minimize claims. The Submitter has demonstrated a history of meeting regulatory requirements without permit violations.

3.5 Submitter’s Team Structure/Management Plan:

3.5.1 The Submitter should provide sufficient information to enable DDOT to understand and evaluate the Submitter’s Team. Describe in detail the organizational structure of the project team. Provide a description of any teaming arrangements, the functions and organizational structure of each team member, including key subconsultants and subcontractors. Certain pre-approved subcontractors will be required for the performance of utility company work as defined by the standards of the respective Utility companies.

3.5.2 Identify and provide information about the Key Personnel listed below. This information is to be provided on the Key Personnel Resume Form attached hereto as Attachment 3.5.1. Resumes for individuals who are not identified as Key Personnel should not be included in the SOQ. Discuss in detail Design-Builders plan to effectively manage all aspects of the project from Contract Award to Project Close-out.

3.5.2.1 Design-Build Project Manager – This individual will be responsible for the overall Project design, construction, quality, contract administration, and delivery of the Project. This person is responsible for ensuring personnel and other resources are made available for the Project. Identify any other projects this person will be involved in concurrently and time committed to each project. State this person’s position and authority within the design-build firm. Discuss previous similar projects for which this person has performed a similar function. Identify this person’s experience working with DDOT, local agencies and regulatory agencies in a similar capacity.

- 3.5.2.2 Design Manager** – This individual will actively manage the design of the Project. Identify other projects this person will be involved with concurrently and time committed to each project. List similar projects for which this person has performed a comparable function with the last five years. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to the Project. Identify that person’s experience working with DDOT, local agencies, and regulatory agencies in a similar capacity.
- 3.5.2.3 Construction Manager** – This individual will actively manage the construction of the Project. Identify any other projects this person will be involved with concurrently and time committed to each project. List similar projects for which this person has performed a comparable function within the last five years. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to the Project. Identify this person’s experience working with DDOT, local agencies, and regulatory agencies in a similar capacity.
- 3.5.2.4 Quality Control Manager** – This individual will actively manage the Quality Control Program of the Project. Identify other projects this person will be involved with concurrently and time committed to each project. List similar projects for which this person has performed a comparable function within the last five years. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to the Project. Identify that person’s experience working with DDOT, local agencies, and regulatory agencies in a similar capacity.
- 3.5.2.5 Lead Utility Engineer** - This individual will be responsible for utility design of in-plan utilities and the coordination of all utility relocations. The Lead Utility Engineer shall be available to review designs and to verify and modify designs, if necessary, based on field conditions and construction activities. Identify other projects this person will be involved with concurrently and time committed to each project. List similar projects for which this person has performed a comparable function within the last five years. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to the Project. Identify that person’s experience working with DDOT, local agencies, and regulatory agencies in a similar capacity.
- 3.5.3** Furnish an organizational chart which demonstrates the “chain of command”, identifies major functions to be performed and their reporting relationships in

managing, designing, and constructing the project. Include a narrative describing the functional relationships and communication among team members.

Evaluation Criteria 3.5:

The Submitter's organizational chart and organization description clearly delineate the structure and interrelationships between members of the proposing team. There is a clear picture of responsibility and management approach, illustrating the Submitter's ability to deliver the Project on time and within budget. The Submitter's staffing, equipment and other resources demonstrate the ability to carry out the project as described. Key personnel demonstrate specific relevant experience on similar projects. Key members of the team possess unique qualifications required of the project.

3.6 Design Approach:

3.6.1 The Submitter should provide sufficient information to enable DDOT to understand and evaluate the Designer's experience of being the lead designer providing innovative design solutions on projects of similar size and scope.

3.6.2 Discuss overall Master Plan and how the Submitter's design approach for this Project takes the Master Plan into consideration.

3.6.3 Identify critical design features and discuss approach to ensuring the delivery of a constructable design which includes innovative solutions.

Evaluation Criteria 3.6:

The Submitter clearly demonstrates having performed in the lead design role on projects of similar size and scope. The Submitter understands the overall Master Plan and demonstrates it can deliver a compliant design for this Project which fits within the intent of the Master Plan. The Submitter demonstrates an understanding of the critical features of this project and has the experience and knowledge to provide innovative solutions in its design.

3.7 Project Risks:

3.7.1 The Submitter should provide sufficient information to enable DDOT to understand and evaluate the Submitter's understanding of the Project's risks.

3.7.2 Identify and discuss three critical risks for this Project, focusing on what the Submitter's team considers the most relevant and critical to the success of this Project. Provide a narrative for each risk that describes why the risk is critical, indicates the impact the risk will have on the Project and discusses the mitigation strategies the Submitter's team

may implement to address these risks. Describe the role the Submitter expects DDOT or other agencies may have in addressing these project risks.

Evaluation Criteria 3.7:

The extent, to which the Submitter has identified critical project risks, explained the impact of each risk and developed an appropriate mitigation strategy that will ensure the successful delivery of the Project and will minimize the likelihood of additional efforts needed by DDOT or other agencies.

4.0 STATEMENTS OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

4.1 Statement of Qualifications – Due Date, Time and Location

Sealed submittals must be marked;

**Statement of Qualifications –
Design-Build Services St. Elizabeth’s East Campus
Stage 1 Infrastructure Improvements Project**

And will be received by 2:00 PM EST, October 15, 2012 at:

4.2 Statement of Qualifications Format

- 4.2.1** The sealed submittals must include one original SOQ bearing an original signature and 10 copies of the SOQ.
- 4.2.2** The Letter of Submittal of the SOQ must be signed by a representative authorized to bind the Submitter. By submitting the SOQ, each Submitter agrees to be bound by the requirements specified in this RFQ.
- 4.2.3** Faxed submittals and/or late submittals will not be accepted. Submitters shall submit their SOQs in writing, and must respond to all requirements set forth in this RFQ.
- 4.2.4** The Proposal must be formatted for 8.5” x 11” paper. Charts and other graphical information may be formatted for 11” x 17” paper. Use of 11” x 17” format shall be limited. 11” x 17” paper must be folded to 8.5” x 11”. Font shall be Times New Roman 12-point. However, Times New Roman 10-point may be used within graphs or tables. Include page numbers on the lower right hand corner.

4.2.5 Each copy of the SOQ shall be securely bound in a single volume. Three ring binders are not permissible.

4.2.6 The Statement of Qualifications shall be no more than twenty (20) pages. DDOT will remove and discard all pages in excess of the stipulated page limit.

5.0 EVALUATION OF STATEMENTS OF QUALIFICATIONS

5.1 Evaluation Panel

5.1.1 Upon receipt of the SOQs, DDOT will make an initial determination as to whether each SOQ is responsive, using pass/fail criteria established in this RFQ. DDOT may exclude from consideration any SOQ that is not responsive to this RFQ. DDOT will then assess how well the evaluation criteria were met and score each Submitter's SOQ accordingly. At any time during this process, DDOT may make a determination that a SOQ is non-responsive.

5.1.2 The Contracting Officer may conduct oral or written discussions with all Submitters who submitted responses to the RFQ.

5.1.3 DDOT's evaluation panel will rate and score the Submitter's Statements of Qualifications based upon the evaluation criteria found in this RFQ and in accordance with Title 27, Chapter 16 of the Code of D. C. Municipal Regulations. The evaluation panel will recommend to the Contracting Officer recommendations based upon their analysis as to whether or not a prospective Submitter should be prequalified to advance to the second phase.

5.1.4 The Contracting Officer shall determine the financial and professional responsibility of each prospective contractor that responds to the RFQ, and whether the prospective contractor is among the three most qualified to proceed to the second phase.

5.2 Statement of Qualifications Evaluation Factors

5.2.1 The Statements of Qualifications will be evaluated based upon the following:

Section	Weight
3.3 Project Understanding	20%
3.4 Experience of Proposed Team	20%
3.5 Team Structure	20%
3.6 Design Approach	20%
3.7 Project Risks	20%
TOTAL	100%

5.2.2 Each evaluation criterion has been assigned a maximum number of points or rating weight that demonstrates its relative importance. The total score will be determined as follows:

- (a) For each sub factor the Evaluation Panel will assign a numerical score based on a 1-10 scale.
- (b) The average score for each Section will be multiplied by the associated weight percentage and rounded to the nearest one hundredth of a point.
- (c) The scores for each section in (b) above will be added together. This score will be the total score of the Statement of Qualifications.

Attachment 5.2.2 is a sample score sheet demonstrating the above calculations.

6.0 QUESTIONS AND CLARIFICATIONS

6.1 All technical questions or requests for clarification regarding the RFQ shall be submitted to DDOT’s POC in electronic format (email is acceptable). No oral requests for information will be accepted.

6.2 All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.5. Requests received after such date and time will not be answered, unless DDOT elects, in its sole discretion, to do so.

- 6.3** DDOT responses to questions or requests for clarification shall be in writing, and may be accomplished by an Addendum to this RFQ. DDOT will not be bound by any oral communications, or written interpretations or clarifications that are not issued in writing or set forth in an Addendum.
- 6.4** DDOT, in its sole discretion, shall have the right to seek clarifications from any Submitter to fully understand information submitted in the Statement of Qualifications to help rate and score the Submitters.

7.0 PROTESTS

- 7.1** Every Submitter who submits a proposal shall be notified of its selection status. Any Submitter who claims to have been aggrieved by either having its proposal rejected by DDOT or by not having been selected to submit a Final Proposal shall have 10 calendar days after receiving notification to submit a written protest, including a statement of the grounds, facts, and any legal authority, and all documents and affidavits in support of the protest to the; Contract Appeals Board, 441 4th Street, N.W., Suite 350 North, Washington D.C. 20001. The aggrieved Submitter shall also mail a copy of the protest to the Contracting Officer for this solicitation at the following address:

Mr. Jerry M. Carter
Office of Contracting and Procurement
7TH Floor
55 M Street, SE
Washington, D.C. 20003

8.0 ADMINISTRATIVE REQUIREMENTS

- 8.1** In addition to the specific submittal requirements set forth in Section 3.0 above, all Submitters shall comply with the following:
 - 8.1.1** All Submitters and their submittals must at the time of their SOQ submittal comply with the law and nothing herein is intended to contradict, nor supersede, any applicable District of Columbia and Federal laws and regulations.
 - 8.1.2** The District of Columbia Freedom of Information Act, or FOIA, DC Code §§ 2-531-539, provides that any person has the right to request access to records. All public bodies of the District government are required to disclose public records, except for those records, or portions of records,

that are protected from disclosure by the exemptions found at DC Code § 2-534.

- 8.1.3** Until selection of an apparent successful Submitter, all documents submitted pursuant to this RFQ will be treated as confidential.
- 8.1.4** Pursuant to 23 CFR 636.116; Consultants and subconsultants who assist the District in the preparation of a RFQ document are not allowed to participate on a Submitter's team. Submitters must provide to the District information regarding all potential organizational conflicts of interest in its Proposal, including all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest, as required by 23 CFR 636.116. The Contracting Officer will determine whether an organizational conflict of interest exists, and the actions necessary to avoid, neutralize, or mitigate such conflict.
- 8.1.5** The Submitter will be required to follow Federal Equal Employment Opportunity (EEO) laws and policies.
- 8.1.6** The District of Columbia does not discriminate against a Submitter because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by District and Federal law relating to discrimination in employment.
- 8.1.7** This contract is subject to all federal regulations including Title 6 of the Civil Rights Act of 1964 as amended.

9.0 CERTIFIED BUSINESS ENTERPRISES

- 9.1** Under the Small, Local, and Disadvantaged Business Enterprise Development Assistance Act of 2005, as amended (DC law 16-33) and in accordance with D.C. Official Code §§ 2-218.46, DDOT requires a significant amount of participation by business enterprises certified (CBE) by the Department of Small and local Business Development (DSLBD).
- 9.2** For this project, the Department requires that business enterprises so certified participate in a minimum of 35% of the dollar volume of this contract.

9.3 A list of Certified Business Enterprises may be found on the District of Columbia Department of Small and Local Business Development website at; <http://dslbd.dc.gov/DC/DSLBD>

9.4 The Submitter shall commit to achieving a minimum of 35% participation of DSLBD Certified Business Enterprises for this Contract.

10.0 FIRST SOURCE PROGRAM

10.1 In accordance with the First Source Employment Act of 1984, as amended, the First Source Agreement Program provides employment opportunities for DC residents, helps employers hire qualified District residents, and assists employers in meeting contractual obligations.

10.2 For this project the Department requires that 51% of new hires be District residents, and that all job opening created are listed with the Department of Employment Services.

10.3 The Submitter shall commit that 51% of new hires for this Project will be District residents.

11.0 MISCELLANEOUS

11.1 The Submitter's team as detailed in Section 3.4 shall remain on the Submitter's team for the duration of the procurement process and, if the Submitter is awarded the Design-Build Contract, for the duration of the Design-Build Contract. If extraordinary circumstances require a proposed change, it must be submitted in writing to DDOT's POC, who will determine whether to authorize a change.

12.0 ATTACHMENTS

The following attachments are specifically made a part of, and incorporated by reference into this RFQ;

- ATTACHMENT A Concept Infrastructure Report
- ATTACHMENT B Utility Company Pre-Approved Contractor List
- ATTACHMENT C Existing Infrastructure Condition Review Report
- ATTACHMENT 2.10 Acknowledgement of Receipt of RFQ, Revisions, and/or Addenda
- ATTACHMENT 3.1.2 Statement of Qualifications Check List

- ATTACHMENT 3.4.1 Lead Contractor Work History Form
- ATTACHMENT 3.4.2 Lead Designer Work History Form
- ATTACHMENT 3.5.1 Key Personnel Resume Form
- ATTACHMENT 5.2.2 Sample SOQ Score Sheet