



**Architect and Engineering Services Schedule  
Request for Qualifications DCKA-2017-Q-0003**

**Response to Questions from prospective Offerors**

| # | Question  | Response  |
|---|---|---|
| 1 | Item 6.e(3) indicates that “any additional information supplied by the offeror under Section H of the Form 330 shall be limited to 20 double sided pages. Please confirm whether that is a total of 20 pages of text or 40 pages of text.? Is there a maximum number of pages for the entirety of the RFQ response?   | Section H shall be limited to forty (40) 8.5 x 11 inch pages of text. Only one section H may be submitted regardless of the number of categories being requested for evaluation. The total number of pages for the RFQ will vary by submission. |
| 2 | RFQ Section 6 Part b minimum requirements, Item (1) d states “all signatures will be original and signed in ink,” May the Offeror assume that the requirements for all signatures original and signed in ink will apply only if a hard copy of the proposal is due?   | Solicitation should still be signed in ink (including acknowledgement of amendments) and submitted in PDF format electronically. Hard copies will not be accepted.  |
| 3 | RFQ Section 4 Contract part i. Please confirm that the maximum dollar figures listed are annual maximums  | The maximum amounts are annual.   |
| 4 | RFQ Section 4 Contract part I Will the per annual maximums be based on dollars awarded in a particular year or dollars performed in a particular year? For instance, if an Offeror is awarded a \$100,000 contract in year 1, but 75% of the work is to be performed during Year 2, does 100,000 count against the Offeror’s maximum in year 1 or will only the 25,000 actually performed in Year 1 count against that maximum. | The annual maximums will be based on dollars awarded for that year- not for work performed.<br><br>If \$100,000 task order is issued for year one- the entirety of the award will count against year 1.   |

| #  | Question   | Response   |
|----|--|--|
| 5  | Is there a limit to the number of SF330 resumes an Offeror may submit? Can there be several 1-page resumes for the same person covering several categories in Section E                                      | There may be one page resumes for the same person covering different categories.   |
| 6  | Is there a limit to the number of SF330 Section F projects an Offeror may submit?  | Up to 10 projects per category.  |
| 7  | Within the past how many number of years will a project be considered relevant for submission as part of the SF330 Section F?  | There is no hard cut off for when a project must have been completed. The relative relevance of projects will be considered as part of the subjective evaluation process.  |
| 8  | Is attendance at the pre-qualification meeting a mandatory component for award consideration?  | No.  |
| 9  | Section 5.d states that DDOT intends to award only one IDIQ contract. Please clarify if this is to mean that a selected consultant will be awarded only one contractor for all categories they are selected? | One IDIQ contract will be awarded to each successful offeror which will contain all categories for which they have been selected.  |
| 10 | Will offeror qualifications be reviewed by different groups of expertise within DDOT for each of the categories of work? Or will one committee review the entire qualification package?                      | Panels will be established by the Contracting Officer with various areas of expertise sufficient to evaluate the specific qualifications within a category.  |
| 11 | Firm does not have an audited, cognizant-approved indirect cost rate and does not use a cost-plus accounting system. Would instead offer DDOT the heavily discounted rate on its federal supply schedule     | Section 4k of the RFQ "Task orders may be agreed to on the basis of any permissible means of compensation, such as lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation, as appropriate to the task order." |

| #  | Question   | Response  |
|----|--|---|
|    | for advertising and integrated marketing services. Will the firms GSA rates will be acceptable for the A&E schedule?   |   |
| 12 | In the past, we have provided fixed billable classifications rates, which were developed by calculating an average DSE for each classification and applying a multiplier that included fringe benefits, expense and profit. The average DSE was developed utilizing the DSE of actual staff that all fall within a certain billable classification. Will fixed billable classification rates remain an applicable approach for the development of rates for this contract? | Section 4K of the RFQ “Task orders may be agreed to on the basis of any permissible means of compensation, such as lump sum, cost plus fixed fee, cost per unit of work, or specific rates of compensation, as appropriate to the task order.”  |
| 13 | In addition to DBE participation, will CBE participation be required under this contract? Please clarify the DBE goal requirement for this RFQ.  | There is no DBE goal established at this time. DBE goals may be established for specific task orders. Should locally funded task orders be issued, CBE requirements and mandatory subcontracting will apply. All awarded contractors will be required to adhere to DBE and/or CBE requirements. |
| 14 | Section 6m – are proposals to be submitted by individual firms (or joint ventures) or should subconsultants be added? And specifically should these be DBE firms?  | Only Prime offerors, including licensed Joint Ventures will be evaluated. Standard Form 330 Section C shall contain information only on the Prime.  |
| 15 | Can DDOT provide a full copy of the A&E schedule terms and conditions?   | These terms are currently under review and not available. They will be provided to those firms selected for award.  |

| #  | Question   | Response  |
|----|--|---|
| 16 | Is it a requirement that engineers/architects presented as our key personnel be licensed or registered in the District of Columbia at the time of submission of the RFQ? Is reciprocity for someone registered in another state acceptable? Is a pending District of Columbia PE license acceptable for staff members serving in a non-technical capacity such as Program/project Manager? | <p>Yes, architects and engineers must be licensed in the District as required by District law.</p> <p>Per 3(b) (5) of the RFQ “Consultant shall provide all necessary expertise and services and to have and maintain appropriate licenses that meet District of Columbia requirements to professionally and diligently prosecute the work authorized.”</p> |
| 17 | If sub consultants are not included at this time, but it is the prime consultant or formal Joint Venture team’s intention to include the appropriate sub consultant at the time the RFP for a specific task is issued, will that have an impact on the team selection?   | <p>Only Prime offerors, including licensed Joint Ventures will be evaluated. Standard Form 330 Section C shall contain information only on the Prime.</p>   |
| 18 | Will DDOT issue RFQ for disciplines which the offeror did not include in his submission, but are required for the execution of a specific task? If yes, will the team be allowed to include other required sub consultants at the time the response to the request for a specific task is submitted?   | <p>Request for task order proposals (RFTOP) are requested for a category most closely fitting the project’s work requirement. In response to the RFTOP, the proposed team may include other subcontractors depending on the work required.</p>  |
| 19 | Is DDOT expecting as part of this submittal that the Prime present in the qualifications the pool of subconsultants that would be providing technical support?   | <p>No. Only Prime offerors, including licensed Joint Ventures will be evaluated. Standard Form 330 Section C shall contain information only on the Prime.</p>   |

| #  | Question  | Response   |
|----|---|--|
| 20 | Is there a preference for teams to be formed that would cover the greatest number of categories?  | No. A firm's submission must be for areas in which the firm believes itself to be most highly qualified. A firm must establish itself as highly qualified in all categories for which they seek evaluation. This process is to evaluate only the qualifications of the Prime, not subconsultants.  |
| 21 | If we are using subconsultants, are we required to submit a full SF330 for them?  | Only Prime offerors, including licensed Joint Ventures will be evaluated. Standard Form 330 Section C shall contain information only on the Prime.   |
| 22 | Can a firm submit qualifications as a prime and a sub consultant to another firm.   | Only Prime offerors, including licensed Joint Ventures will be evaluated. Standard Form 330 Section C shall contain information only on the Prime.   |
| 23 | Does DDOT have an anticipated budget for each category of service?  | No. Budget is not the only reference point for how many firms are selected per category.   |
| 24 | Is DDOT going to make available the list of projects which will be performed under this contract?   | The Office of Contracting and Procurement publishes each agency's contract projections.  |
| 25 | May the Standard Form 330 include graphics and photos?  | Yes. However, keep in mind any page limitations.<br><br>Section 6 (j) of the RFQ "Preparation of Submittal. Each submittal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ and the potential RFPs for task orders. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of DDOT's needs." |
| 26 | In the previous AE schedule, there were categories for "Constructability Review and Miscellaneous Design Services" and "Building Design". Are these services no longer needed by DDOT or will they be solicited under a different contract vehicle? | Constructability review – see Category a. Roadway Design.<br>Building design is not a category for this solicitation.  |

| #  | Question   | Response   |
|----|--|--|
| 27 | Does the contract require a minimum number of key personnel? Please define key personnel. What is the level of depth you want to see on the organization chart? Do you want a resume for each person included in the organization chart? May we exceed 1 page for section G? | Section G relates to key personnel for a project as a means to demonstrate a firm's qualifications.  |
| 28 | Regarding Standard Form 330 Section F: Is there a limit on the number of projects that may be submitted per category? What is the maximum number of pages that can be submitted per project?   | Form information states "complete one section F for each project." Up to 10 projects per category may be submitted. The total number of pages for a RFQ will vary by submission. |
| 29 | Can a single project include multiple category qualifications? Can the same project be submitted into different categories?  | Assuming the question refers to a single project as exemplifying expertise across multiple categories, yes.  |
| 30 | Is there a certain number of tasks for on-call contract that we can list under one section F project?  | No.  |
| 31 | Streetcar services are not mentioned within any of the categories of work, please clarify under which category of work streetcar services would be most closely aligned?   | Streetcar in DC is a project and not a professional AE category. Services needed for streetcar projects may be obtained from various categories.                                 |

| #  | Question   | Response   |
|----|--|--|
| 32 | In the past the IDIQ contracts have been implemented in two different ways. As a public involvement firm should we submit our own response for item K or pursue A/E firms for teaming? As a PI are we required to have a PE on our team if we pursue independent qualification as described? PI work for design projects is typically done in concert with a design team | Only Prime offerors, including licensed Joint Ventures will be evaluated. A PE is required for the Public Participation and Partnering category of the RFQ (3k). The PI category offered in the schedule solicitation is generally for work related to engineering projects. |
| 33 | Section 5d of the RFQ says “ at the end of the RFQ submission process and the interviews...” Does this mean there will be interviews in order to be placed on the AE Schedule  | No. Interviews will not be held for award of AE contracts. Interviews may be held at the task order level.   |
| 34 | Where can offerors find their performance referenced in 5e of the RFQ. Is this information available to offerors to review?  | This makes reference to the annual statements of qualifications and performance data submitted by each firm selected for award for the AE schedule.  |
| 35 | May a firm submit its organization chart on 11”x17” paper?   | Yes. Keep in mind that electronic submission is required.  |
| 36 | Who should we address this submittal to and what address?  | The submittal letter should be addressed to : Contracting Officer<br>District Department of Transportation.<br>Submittals may only be submitted electronically.  |

| #  | Question   | Response   |
|----|--|--|
| 37 | It is requested that a permitting support service category be added to the AE schedule. This permitting support service is NOT intended to secure permits for any DDOT projects. This category would be for firms to manage and process DDOT public space permit applications on behalf of DDOT for major non-DDOT capital improvement programs or projects by other agencies and utilities. | No permitting category will be established for this solicitation.        |
| 38 | Does the consensus process for selection of firms involve a discussion and consensus among panel members within a category or discussion and consensus among representatives from all the categories for a final overall selection?  | Consensus will be category specific for panel members within a category. |
| 39 | Under 8.b Scoring Methodology what should be in place of Error! Reference source not found?  | It should read "and 8.b"   |
| 40 | Is the contract manager for our submission required to be a PE?  | No.  |
| 41 | Can you confirm that Offerors should submit the letter of submittal and DBE statement?   | This requirement remains unchanged as indicated in Section 6b.           |

| #  | Question   | Response  |
|----|--|---|
| 42 | The RFQ indicates that this a continually open solicitation, and that DDOT can add consultants at any time during the contract period. If our company's service offering changes at any point during the contract period, would we be able to submit for a new category? | The solicitation is classified as "continuously open" and based on current schedule usage and projected funding availability, once a year DDOT may "sweep" statements of qualifications of newly submitted qualifications and may add highly qualified firms in existing or new categories.   |
| 43 | It was noted that only individual firms or formal joint ventures may submit for this solicitation. Does this mean that a joint venture must already be in legal existence or would a proposed joint venture be acceptable?   | Joint ventures must be in legal existence at the time of submission. Section 6m of the RFQ:<br><br>"Eligible Offerors Only individual firms (including, for example, individuals, sole proprietorships, corporations, limited liability companies, limited liability partnerships, and general partnerships) or formal joint ventures may apply. Two firms may not apply jointly unless they have formed a joint venture. Any associates will be disqualified." |
| 44 | What documents will be accepted to support Past performance and provide technical qualifications?  | Recent past performance evaluations including contact information. Documents for technical qualifications as necessary to establish a firm as highly qualified in the category(ies) being sought.   |
| 45 | Upon Offeror's submission of responses, will an email confirmation be issued?  | DDOT is working on this issue. In order to accommodate this request, a change in the submission process may be necessary. The official submission address or a revised submission process will be confirmed by amendment expeditiously.   |

| #  | Question  | Response   |
|----|---|--|
| 46 | Only one overall submittal is required per submitting offeror, no matter how many categories offeror is submitting for qualification. (i.e. no need to submit separately for each category) Is this correct | Yes, this is correct.  |
| 47 | Can DBE firms who are responding as prime use their status to fulfill the DBE goal on their own task order? Will there/can there be a DBE prime “set aside” as part of this process?                        | <p>Set asides are prohibited per the regulations so there is no “DBE prime set aside.” With that being said however, the following is how it works if a DBE is the selected contractor on a task order with a DBE goal.</p> <p>A DBE prime contractor will self-perform 30% on the contract with its own forces. If the DBE contract goal is under 30%, then the participation is counted as race-neutral. This means the DBE prime’s work counts as race-neutral because they obtained the contract based on low bid. This is not a set-aside but the DBE prime contractor’s work with its own forces will meet the DBE goal as race-neutral participation.</p> <p>If a portion of the goal is not met by the DBE prime, for instance, the contract goal is over 30%, the DBE prime would still need to meet the remainder of the goal with a DBE subcontractor or by showing good faith efforts.</p> |
| 48 | In the annual renewal process, can firms with existing contracts get replaced by firms with no contract if the new firm has a better qualifying score than the firm with the existing contract?             | Under the Brooks Act, firms are encouraged to update their qualifications on an annual basis. Assuming a firm has requested qualification in a number of categories, it is possible that a firm might be ranked most highly qualified in one area and not in another.  |
| 49 | Can a firm who is denied in one category still be considered qualified in another category?   | Yes.   |
| 50 | Why were there no Surveying and Mapping awards last year?   | The agency had no survey and mapping individual requirements.  |

| #  | Question  | Response   |
|----|---|--|
| 51 | Where would the Performance evaluation forms be placed in the submittal. Should they be placed after the Form 330 project citation form that they are associated with?                  | Yes.   |
| 52 | Will DDOT please indicate whether or no subcontractors proposed on individual task orders are required to be DDOT AE schedule awardees?   | Subcontractors are not required to be AE schedule awardees.  |
| 53 | If a firm based outside of the District has an affiliate company headquartered inside the District that is CBE certified, can both firms submit for this contract as separate entities? | It is not possible to provide a definitive answer without knowing the exact nature of the relationship, as “affiliate” can encompass a number of factually different situations. Keep in mind that SBE/CBE status is not part of this Brook Act based solicitation evaluation. |
| 54 | Does the submitting firm have to be headquartered or have an office located or registered in the District?  | No.  |
| 55 | How many contractors will DDOT select for each category?  | That depends on the number that we rank as highly qualified, past and future spend, project budgets and usage of any particular category.  |

| #  | Question   | Response |
|----|--|----------|
| 56 | In item (n) Pavement Management & Infrastructure Data Collection- it states “be able to perform both destructive and non-destructive condition assessment. Use collected information to analyze existing pavement material and condition and recommend appropriate action plan.” Is this referring to project level pavement investigations and recommendations for rehabilitation design? | Yes.     |
| 57 | Category d- Construction engineering and management- does the scope of work include field materials testing services such as quality control testing for soil compaction; concrete slump, air temperature etc; asphalt compaction, temperature etc.?   | Yes.     |
| 58 | Category q- Materials testing, does the scope of work include field materials testing services such as quality control testing for soil compaction; concrete slump, air,   | Yes.     |

| #  | Question   | Response  |
|----|--|---|
|    | temperature, etc.; asphalt compaction, temperature, etc. as well as laboratory testing of asphalt, soils, concrete and metals  |   |
| 59 | In the new A/E contract will the prime be required to solicit SUE services, geotechnical services etc. from a pre-approved firm that is listed on the A/E list or can the Prime choose any subcontractor, including outside the A/E list, to do this work? | DDOT must approve any subcontracts. There is no requirement that a proposed subcontractor be on the A&E schedule. |
| 60 | Under what category should a firm provides its experience for Architecture/Facilities design services?   | DDOT is not currently soliciting qualifications for facilities design.  |