

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Real Estate Services



REQUEST FOR QUALIFICATION STATEMENTS
FOR
DESIGN AND INSTALLATION OF A LINEAR BIORETENTION BIORENTION
STRUCTURE TO TREAT RUNOFF FROM JAY ST. NE
ANNOUNCEMENT NO.: DCKG-2010-R-0062

1.0 Background Information

The Government of the District of Columbia, Department of Real Estate Services, Contracting and Procurement is requesting on behalf of The District Department of the Environment (DDOE), technical proposals from selected architect and engineer (A/E) firms to design and install a linear bioretention structure to treat runoff from Jay Street, NE. The work shall include the preparation of drawings and specifications, obtaining necessary permits, site preparation, and constructing a linear bio-retention structure in accordance with the Scope of Work in Attachment A. **This procurement is being funded by the District of Columbia with funds made available by the American Recovery and Reinvestment Act of 2009, P.L. 111-5 (Recovery Act). The prospective Contractor shall assure their awareness of and the ability to fulfill the additional requirements of the Recovery Act included on Attachment B.**

2.0 Evaluation and the Selection Process

Following submission of the technical proposals, the District will evaluate the information using specified evaluation criteria and will rank the firms from the most qualified to the least qualified to perform the work and begin contract price negotiations with the firm ranked the highest. Should the District and the highest ranked firm fail to successfully reach agreement through negotiations in a reasonable period of time, the District retains the unilateral right to cease negotiations and to immediately commence negotiations with the next highest ranked firm.

3.0 Technical Proposal Evaluation

The following evaluation criteria, listed in descending order of importance, will be used to evaluate technical proposals:

- a. Professional qualifications necessary for satisfactory performance of the required services.

- b. Specialized experience and technical competence including familiarity with and experience of designs and installation of linear bioretention structures.
- c. Key Personnel-shall be senior personnel who have experience in designing projects requiring similar design scope and budget. Availability and experience of the key individuals assigned to this project will be evaluated.
- d. Past performance on contracts with the District, other government entities, and private industry in terms of cost control, quality of work and compliance with performance schedules.
- e. Proposed management plan to include an organized chart and addresses management approach, team organization, quality control procedures, cost control mechanisms, “in-house” disciplines, specialty consultants and subcontractors, the percentage of time each individual will devote to the project, customer servicing, technological support mechanism (CADD, Project Management software, etc), and as well as the coordination of all resources to achieve project objectives.
- f. Experience in obtaining plan review permits as well as the firm’s general approach to, and relationship with “external input” to the design process, DC agencies, and other outside organizations.

4.0 Legal/Compliance Requirements:

- a. This architect-engineer selection shall be in accordance with the provisions of 27 DCMR, Chapter 26.
- b. Firms are referred to the D.C. Code that specifies legal requirements pertaining to providing professional engineering services in the District of Columbia. Refer to Chapter 6, “District of Columbia Professional Corporation Act” and Chapter 23 “Professional Engineer’s Registration Act” of the D.C. Code.
- c. Contracts to be awarded as a result of this Request will include the requirements contained in the Mayor’s Order 92-138 that sets goals for service contractor’s employments of District of Columbia residents, and sanctions for failure to achieve those goals. Responding firms should assure themselves that they are fully aware of the requirements of the Mayor’s Order 92-138.
- d. Prior to entering into a contract with the District of Columbia as a result of this Request, firm(s) selected for contract award shall assure the District by submitting duly sign company’s EEO policy statement that they are an Equal Opportunity Employer as defined by Federal and District of Columbia Laws.
- e. If Offeror plans to subcontract any portion of this work to other firms, at least 35% of the dollar volume of the work shall be subcontracted to firms that are Small Business Enterprises (SBE) certified by the Department of Small and Local

Business Development (DSLBD) under the provisions of the “Small, Local and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, as amended. If there are insufficient qualified SBE that are certified to completely fulfill this requirement, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprise provided however, that all reasonable efforts shall be made to ensure that qualified SBE’s are significant participants in the overall subcontracting work. **Approval of the firm’s subcontracting plan by the Contracting Officer is a necessary condition for contract award.**

5.0 Technical and Fee Proposal Submission Requirements:

Offerors shall include the following in their technical submittals:

- a. GSA Standard Form 330 Parts 1&2 listing three (3) projects performed within the last five years that are relevant to the requirements of this Request with verifiable references including up-to-date names and phone numbers of contacts of those projects.
- b. Summary qualifications and experience of staff members who would be assigned to the project including proposed subcontracts, teaming arrangements etc.
- c. Narrative and illustrative materials necessary to adequately address the evaluation criteria.

The total amount of material submitted should not exceed seven (7) two-sided, 8 1/2”x 11” pages, or 15 surfaces, letters, illustrative materials and other supplemental information included. No fold-out sheets.

Offerors shall also submit a fee proposal.

Offerors shall submit an original and 3 copies of the technical proposal and an original copy of the price proposal to:

Tonya Mills
Contracting Specialist
Department of Real Estate Services
2000 14th Street, NW 5th Floor
Washington, D.C. 20009

Each proposal shall be submitted in a separate sealed envelope conspicuously marked on the outside:

**Proposal in Response to: Ann# DCKG-2009-R-0062
“Design and Installation of a Linear Bioretention Structure to Treat Runoff from Jay Street, NE”**

These materials must be submitted by **2:00 p.m. local time on December 10, 2009**, for consideration. Documents received after this time will not be considered. Absolutely no electronic submissions will be accepted. However, firms may be asked to provide electronic copies of their proposals in PDF format subsequent to the formal submission. For technical questions or clarification, please contact Stephen Reiling at (202) 442-7700. For contractual questions or clarification, please contact Tonya Mills at (202) 671-2255 or email at tonya.mills@dc.gov.

Sincerely,

Diane Wooden
Contracting Officer

cc: Stephen Reiling (DDOE)

Appendix:

- A-Scope of Work
- B-Provisions Applicable to Procurements under the American Recovery and Reinvestment Act

Downloadable Reference Information:

- District of Columbia Department of Small and Local Business Development (<http://dslbd.dc.gov>)

ATTACHMENT A

**DISTRICT DEPARTMENT OF THE ENVIRONMENT
WATERSHED PROTECTION DIVISION**

**SCOPE OF WORK FOR THE DESIGN AND INSTALLATION OF A LINEAR
BIORETENTION STRUCTURES TO TREAT RUNOFF FROM JAY ST. NE**

The purpose of this project is to prepare drawings and specifications, obtain necessary permits, prepare the site, and construct a linear bioretention structure along Jay St. NE, in Washington, DC.

This scope of work is for design, site preparation (including invasive species eradication), obtaining all permits, and construction of a series of linear bioretention cells along Jay St. NE in Washington, DC. The bioretention cells will need to capture runoff from 850 ft. of roadway and 3 parking lots and will be constructed entirely within District owned right of way (ROW). Part of the design and construction will be to identify and construct numerous inlets to this bioretention feature, so as to prevent against erosion and blockage. Another component will be to do at least 3 rounds of invasive species control that are located in an area where some of the bioretention cells will be located.

Background

This area of Jay St. NE has periodically flooded during heavy rainstorms due to clogged or partially blocked storm sewer pipes. In order to divert water off of the road and also to treat this stormwater before it enters the nearby Watts Branch, DDOE is soliciting contractors to design and construct a series of bioretention cells in District owned ROW. The area available to construct these bioretention features is a 28 ft. by 800 ft. ROW strip on the north side of the road (see shaded area on figure 1). There is an additional 28 ft. of ROW on the south side of the road that could also be used to capture and treat stormwater from adjacent parking lots(see figure 1). Runoff from 3 parking lots near the road (approx. 16,500 sq ft, 27,300 sq ft, and 16,150 sq ft) drain to the roadway (Jay Street). The impervious drainage area from the roadway proper is approximately 22,900 sq. ft. raising the total drainage area to be treated to 82,850 sq. ft. (1.9 acres). ***To meet the requirements of this contract, the contractor will be required to produce designs and construct a project that will capture and treat at least 85% of this runoff*** (as defined by area of impervious area that is diverted to the bioretention systems).

In addition to providing designs to DDOE, the selected contractor will need to work with DDOE and DDOT to identify appropriate inlet structures to the bioretention cell. The contractor will need to obtain any necessary survey as well as obtain all relevant stormwater, sediment and erosion, and public space permits (NEPA is ***not*** required). DDOE will act as an intermediary between city agencies and has already developed stakeholder buy-in for this project.

The primary area for these bioretention features is currently dominated by invasive plants. As a part of this project, the contractor will be required to eradicate the invasive plants in this site and closely adjoining areas. This can be accomplished by means of mechanical, animal, or chemical means. If herbicides are used, a minimum of 3 applications must be applied to the site. These applications must be done during the optimal season for two consecutive years (ie... spring year 1, spring year 2). The public must be notified of any herbicide or pesticide application.

Reporting responsibilities

This project is funded by American Resource and Recovery Act (ARRA-Stimulus) funds. As such, the contractor will be subject to ARRA reporting requirements defined by EPA (see attachment A) and Davis-Bacon Act salary requirements. Timely reporting to DDOE is necessary and monthly input of data into the Recovery.gov website is the responsibility of the contractor. (See attachment B for full reporting requirements)

Required milestones

For this ARRA funded project, substantial work on the project must be initiated by Feb. 17, 2009. If these dates are not met, funds may be revoked from the project.

Retainage of funds

10% of the total project budget will be retained until satisfactory completion of work is documented by DDOE. Satisfactory completion is defined by:

1. Successful installation of bioretention features meeting the requirements defined in “background” section of this scope of work.
2. Contractor has scheduled all pre & post-construction meetings with DDOE inspectors and has received official sign off on the stormwater management facility, including signature of the maintenance covenant.
3. Contractor has submitted As-built drawings to DDOE within 21 days of completion of project.
4. All planted material has received 3 weeks of watering done at an interval of every other day (at a minimum).

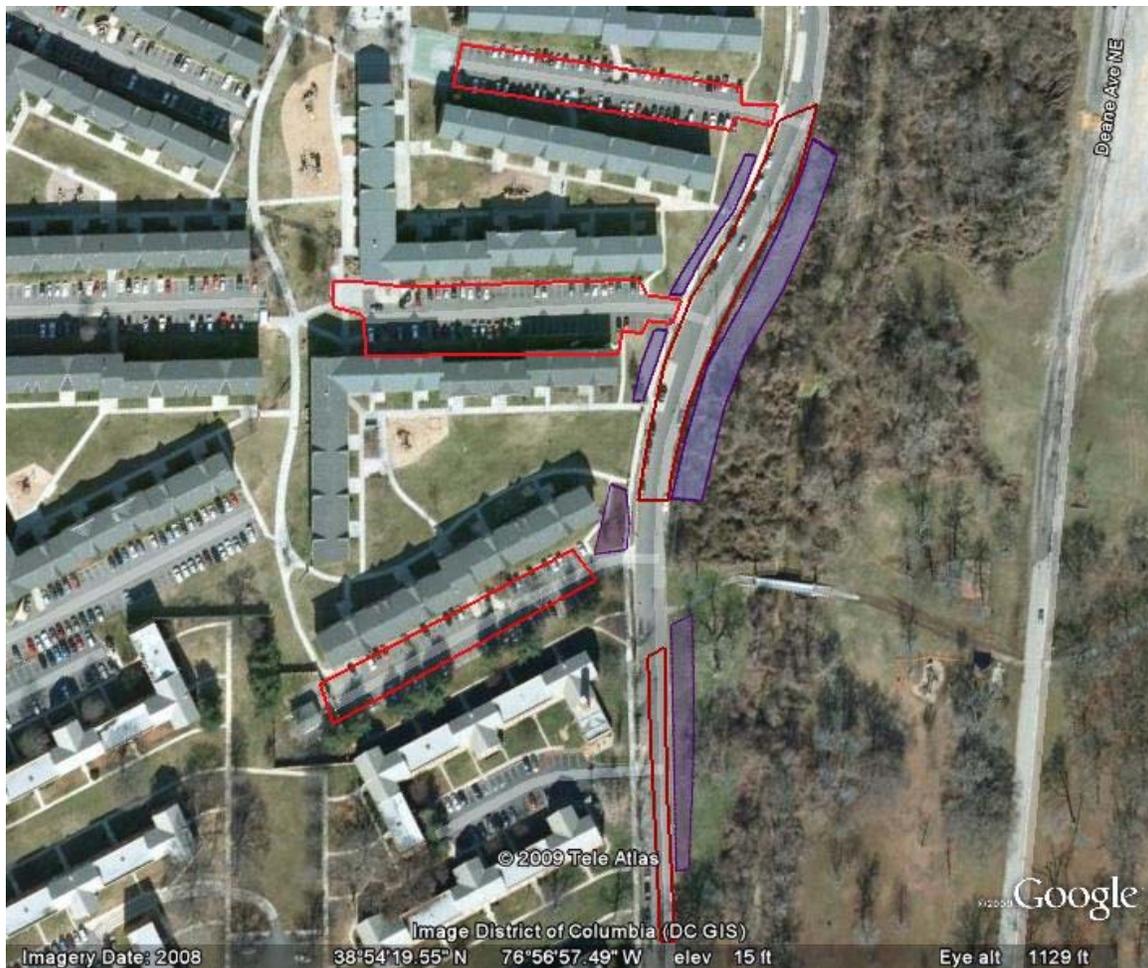


Figure 1. Impervious drainage areas outlined in red. Right of way areas for construction of bioretention are in purple.

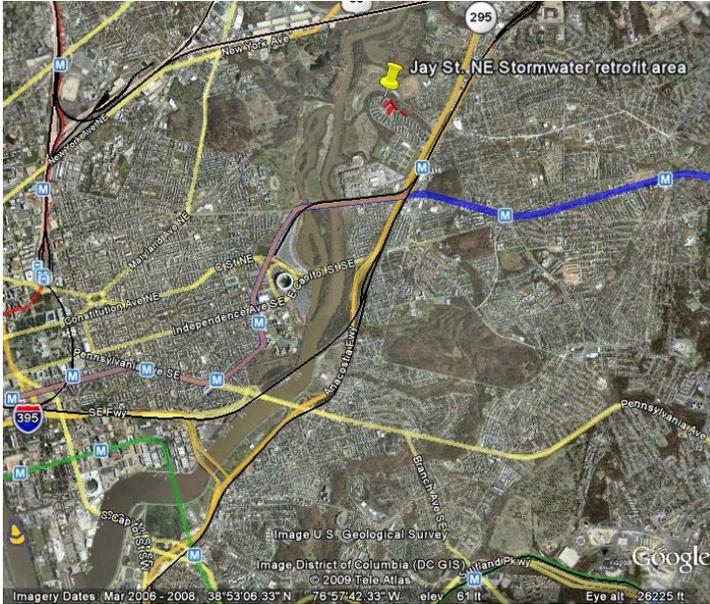


Figure 2: Locator map for Jay St. NE SW retrofits.

Project Tasks

Task 1 – Design & Construction Management

The overall supervision and management of the project design and construction is included in this task. This includes project planning, budgeting, scheduling, and performance. Some of the major activities provided by this task include.

- Coordination with DDOE project manager and DDOT and WASA staff.
- Attendance of kick off meeting and up to 2 additional meetings to cover the tasks described below.
- Documentation of meetings through minutes and dispersal of meeting minutes to all project partners.
- Establish and maintain lines of communication with DDOE project manager.
- Prepare invoices.
- Prepare schedule and update progress made towards this schedule on a monthly basis in writing.
- Other management tasks as necessary.

Task 2 – Determine Current Site Characteristics

Subtask 1 – Review and record existing information for the site including locations and depths of sanitary and storm sewers and utilities (if any), FEMA flood plain mapping, and surveys of land plats and ownership points.

Subtask 2 – Perform field reconnaissance of existing conditions. Survey study area including the drainage area and existing vegetation focusing on percent coverage of invasive species. Perk tests and studies of area geology, soil types, and depth of the water will only be necessary if required by permit reviewers.

Subtask 3 – Estimate stormwater flows into and out of the restoration area.

Task 3 – Provide Draft Designs

Prior to starting detailed design documents the contractor will meet with DDOE, WASA and DDOT to outline recommendations for the bioretention stormwater retrofits including:

- ❖ Base maps showing exiting conditions as determined through existing documents and field reconnaissance; and
- ❖ Proposed stormwater retrofit plan including preliminary cost estimates and drawings based upon design criteria established through discussions with DDOE, WASA and DDOT.
- ❖ Invasive species management plan for the project area, including schedule for invasive plant control.

Task 4 – Invasive species control

This task will involve removal of invasive species located within and adjacent to the area where the bioretention will be constructed. This portion may begin prior to construction and after construction should this provide better control of the invasive plants. It is expected that effective control will require at least 3 herbicide treatments of the area.

Task 5 – Design Bioretention System

Based on the design alternative accepted by the project partners, the contractor will design plans and specifications for the bioretention system in the project area. The design plans will include the location and type of structures to be utilized as well as storage capacity. A planting plan will be developed by the contractor that suits the site.

The designs will be developed to meet the following criteria:

- Maximize the amount of stormwater that can be diverted into bioretention systems (minimum of first 1 inch of rain event should be detained in bioretention system).
- Utilizing non-structural approaches to treating stormwater.

- Developing bioretention systems that minimize the amount of long-term maintenance, which may include cleaning out of street inlets, plant care, invasive control, etc.

The design documents will include:

- Base maps from surveys and background information;
- Contract plans and specifications including an operations plan for construction;
- Stormwater calculations.
- Invasive species management schedule.
- Spec detail sheets for street inlets or other detail sheets that show how stormwater is diverted into the bioretention systems; and
- Identification of the locations and requirements for contractor storage/lay down areas, access roads, and limits of construction.

An operations plan will be developed by the contractor. The operations plan will include an erosion control plan, an access plan, identification of the contractor lay down area(s), specified work zone limits, and safety regulations. The operations plan will address prevention of damage to lands outside of the accepted limits of disturbance. The operations plan will consider the park and residential character of the project area and make appropriate recommendations for hours of work.

The operations plan will also address the timing of each phase of construction, and specify the size and type of materials and machinery needed for the work.

Task 6 – Obtain Necessary Permits for Construction

The designs for this project will have to go through the DDOE, Watershed Protection Division plan review process and complete any necessary permit applications. The DDOE will not waive permits but will provide assistance in obtaining permits.

Other construction permits may be required including, but not limited to, permits for staging equipment in public space and traffic management. The contractor will be required to examine which permits will be needed for this project and work to obtain them.

The early involvement of all relevant stakeholders by DDOE (DDOT, WASA, NPS) will ensure that obtaining the necessary permits will flow smoothly.

Task 7 – Construct Stormwater Retrofits

Using the specifications from the design documents and operations plan accepted by the project partners, the contractor will install the stormwater retrofits in the project area. The contractor will have a construction foreman who is on-site daily to oversee the installation work. The foreman duties shall include:

- Making sure that appropriate erosion and sediment control measures are installed and maintained;
- Checking to see that the materials used meet the standards of the design specifications;
- Ensuring that the structures installed are within the specifications included in the design documents; and
- Making certain that the operations plan is followed and work is contained to within the limits of disturbance so that the environmental impact to the site is minimized.

Task 8 – Fence replacement

This task involves installing an 6 ft. high chain link fence that is currently in the area. Approximately 150 ft. of fencing will need to be removed in order to construct the bioretention system and will need to be replaced by the contractor.

Task 9 – Warrantee

By accepting this contract, the receiving party agrees to provide a 2 year warrantee for the work completed through this contract. This warrantee includes:

- Addressing any unanticipated erosion problems in the construction area;
- Replanting vegetation if more than 15% (as defined by canopy coverage) dies; and
- Replacing or repairing any stone or rock that has moved due to unanticipated stormwater events or any other reason.

ATTACHMENT B

PROVISIONS APPLICABLE TO PROCUREMENTS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT

I. APPLICABILITY OF THE AMERICAN RECOVERY AND REINVESTMENT ACT

This procurement is being funded by the District of Columbia with funds made available by the American Recovery and Reinvestment Act of 2009, P.L. 111-5 (Recovery Act), and is subject to the reporting and operational requirements of the Recovery Act. All contractors and subcontractors are subject to audit by appropriate federal and District entities. The District has the right to cancel, terminate or suspend this contract if the Contractor or any subcontractor fails to comply with the reporting or operational requirements of the Recovery Act, as it may be amended.

II. REPORTING

A. This contract requires the Contractor to provide products and/or services that are funded under the Recovery Act. Section 1512(c) of the Recovery Act requires each contractor to report on its use of Recovery Act funds. These reports will be made available to the public. The Contractor shall submit its reports for all work funded, in whole or in part, by the Recovery Act no later than the 5th calendar day after the end of each month for the duration of this contract.

B. The Contractor shall have a current 9-digit Data Universal Numbering System (DUNS) number provided by Dun & Bradstreet (see <http://fedgov.dnb.com/webform>)

C. The Contractor shall have a current registration with the Central Contractor Registration - CCR (see <https://www.bpn.gov/ccr/>)

D. Unless otherwise directed by the Contracting Officer, the Contractor shall report the following information monthly, using the online reporting tools available at <http://reporting.dc.gov>:

a. If the Contractor is a “sub-recipient”, as that term is defined in M-09-21, Implementing Guidance for the Reports and Use of Funds pursuant to the American Recovery and Reinvestment Act of 2009, issued by the Office of Management and Budget on June 22, 2009 and found on http://www.whitehouse.gov/omb/recovery_default/, the Contractor shall include in each monthly report:

- (1) The Contractor’s 9-digit Data Universal Numbering System (DUNS) number;
- (2) The contract (subaward) number or number assigned by the Contracting Officer;
- (3) The Contractor’s “Doing Business As” name (as registered with CCR and/or Dun & Bradstreet);
- (4) The Congressional District of the Contractor;
- (5) The amount of the contract (subaward);
- (6) The cumulative amount of cash disbursed to the Contractor as of the reporting period end date;
- (7) The date the contract was awarded;
- (8) The physical location of the primary place of performance;

- (9) Names and total compensation of each of the five most highly compensated officers of the Contractor for the calendar year in which the contract is awarded if—
- a. In the Contractor’s preceding fiscal year, the Contractor received—
 - i. 80 percent or more of its annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
 - ii. \$25,000,000 or more in annual gross revenues from federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
 - iii. The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- (10) Information on Resources (hours worked), including:
- a. First and Last Name of Resource (employee)
 - b. Job Title
 - c. A Unique Identifier for Resource (first three digits of street number of residence address)
 - d. Residency Information (DC or not)
 - e. Total Hours Worked per Month on ARRA funded project
- (11) For subcontracts valued at less than \$25,000, the Contractor shall only report the aggregate number of such first tier subcontracts awarded in the reporting period and their aggregate total dollar amount;
- (12) For any first-tier subcontract funded in whole or in part under the Recovery Act, the Contractor shall require the subcontractor to provide the information described below to the Contractor for the purposes of inclusion on the Contractor’s monthly report. The Contractor shall advise the subcontractor that the information will be made available to the public as required by section 1512 of the Recovery Act. The Contractor shall provide information on these first-tier subcontracts as follows:
- i. Either the subcontractor’s DUNS number; or the subcontractor’s name and its headquarters zip code + four;
 - ii. Name of the subcontractor;
 - iii. Payment amount; and
 - iv. A description of the overall purpose and expected outcomes or results of the subcontract, including significant deliverables and, if appropriate, associated units of measure.

b. If the Contractor is a “vendor”, as that term is defined in M-09-21, Implementing Guidance for the Reports and Use of Funds pursuant to the American Recovery and Reinvestment Act of 2009, issued by the Office of Management and Budget on June 22, 2009 and found on http://www.whitehouse.gov/omb/recovery_default/, the Contractor shall report:

1. The Contractor’s 9-digit DUNS number or its name and headquarters zip code + four;
2. The Contractor’s name;
3. Amount of the contract award; and
4. A description of the overall purpose and expected outcomes or results of the contract, including significant deliverables and, if appropriate, associated units of measure.

E. The Contractor shall designate a responsible contact person who will ensure that the data described in Section II.D is reported by the required time. The Contractor designates the following person as the contact person:

Name: _____

Title: _____

Address: _____

Telephone: _____

Email address: _____

F. A cumulative amount from all the reports submitted for this contract will be maintained by the District's on-line reporting tools.

G. The Contractor shall not use Recovery Act funds to meet the cost of its tracking and reporting requirements under its Recovery Act contracts.

III. POSTING AVAILABLE JOB OPENINGS

The Contractor shall promptly post all new job openings funded in whole or in part as a result of Recovery Act funding on the District Department of Employment Services' website at www.dcnetworks.org

IV. ACCESSIBILITY TO RECORDS REQUIREMENTS

1. Pursuant to section 1514 of the Recovery Act, the Contractor agrees to allow any appropriate federal entity, including an inspector general:
 - a) access to examine any records of the Contractor and any subcontractor pursuant to this contract that pertain to, and involve transactions relating to, this Contract or any subcontract under this Contract; and
 - b) to interview any officer or employee of the Contractor, or any subcontractor, regarding such transactions.

2. Pursuant to section 902 of the Recovery Act, the Contractor agrees to allow the Comptroller General and his representatives:
 - a) access to examine any records of the Contractor or any of its subcontractors that directly pertain to, and involve transactions relating to the Contract or subcontract under this Contract; and
 - b) to interview any officer or employee of the contractor or any of its subcontractors regarding such transactions.

IV. EQUAL EMPLOYMENT OPPORTUNITIES

In addition to the District's equal opportunity requirements, the Contractor shall comply with, and require its subcontractors to comply with, all of the following federal laws for equal employment opportunities, if applicable:

Titles VI and VII of the Civil Rights Act of 1964
Equal Pay Act of 1962
Age Discrimination in Employment Act of 1967
Title IX of the Educational Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975
Titles I and V of the Americans with Disabilities Act of 1990
Fair Housing Act
Fair Credit Reporting Act
Equal Educational Opportunities Act
Uniform Relocation Act

V. WHISTLEBLOWER PROTECTIONS

1. Pursuant to Section 1553 of the Recovery Act, the Contractor and all subcontractors are prohibited from discharging, demoting or otherwise discriminating against any employee of the Contractor or any subcontractor as a reprisal for disclosing any of the following information that the employee reasonably believes is evidence of:

- a) gross mismanagement of the Contract related to Recovery Act funds;
- b) gross waste of Recovery Act funds;
- c) a substantial and specific danger to public health or safety related to the implementation or use of Recovery Act funds;
- d) an abuse of authority related to the Contract, including the competition for or negotiation of the contract, related to Recovery Act funds; or
- e) a violation of law, rule or regulation related to Recovery Act funds.

2. The inspector general shall receive and investigate all complaints alleging a violation of Paragraph 1 of this section.

3. All contractors and subcontractors receiving Recovery Act funds shall post a notice of employee rights as described in Paragraph 1 of this section in conspicuous locations with other required employee rights information.

VI. ADDITIONAL PROVISIONS APPLICABLE TO CONSTRUCTION CONTRACTS

1. Department of Labor Wage Determinations

- a) The Contractor and its subcontractors shall pay all laborers and mechanics wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act). With respect to the labor standards, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. The Contractor shall be bound by the wage rates for the term of the Contract.

b) All rulings and interpretations of the Davis-Bacon and related Acts contained in 20 CFR Parts 1, 3 and 5 are herein incorporated by reference in this Contract.

2. Buy American

a) Pursuant to Section 1605 of the Recovery Act, the Contractor and all subcontractors must use steel, iron and manufactured goods that have been produced in the United States, unless the Government determines one of the following:

- (i) The use of those materials would be inconsistent with the public interest;
- (ii) That there is an insufficient quantity or quality of steel, iron or relevant manufactured goods that were produced in the United States; or
- (iii) The use of those materials would increase the cost of the project by more than twenty-five percent (25%).

b) The Contractor may seek a waiver from the Buy American requirements by appealing to the appropriate agency under the rules at 2 CFR Part 176.

VI. PROVISIONS APPLICABLE TO SUBCONTRACTORS OR SUB-RECIPIENT VENDORS UNDER THIS CONTRACT

The Contractor shall provide a copy of this **Attachment B** to all of its subcontractors and sub-recipient vendors under this Contract.