

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Real Estate Services



Contracting and Procurement Division

**REQUEST FOR QUALIFICATION STATEMENTS
FOR
DESIGN AND INSTALLATION OF LOW IMPACT DEVELOPMENT STORMWATER
MEASURES AND OUTDOOR EDUCATION FEATURES AT THREE
DISTRICT OF COLUMBIA SCHOOLS
ANNOUNCEMENT NO.: DCKG-2011-R-0180**

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), Watershed Protection Division (WPD), technical proposals from selected architect and engineer (A/E) firms to design and install low impact development stormwater retrofits and outdoor education features at three District of Columbia schools. The schools are Walker Jones Education Campus (1125 New Jersey Avenue, NW), The SEED Public Charter School (4300 C Street, SE), and Phelps Architecture, Construction and Engineering High School (704 26th Street, NE). All work shall be performed in accordance with the Scope of Work in **Attachment A**.

The WPD will manage the design and construction of low impact development and outdoor education features at the three schools listed above through its RiverSmart Schools program. The targeted project areas at these schools are very different and the features to be designed and installed are expected to also be unique. The schools are being combined in this single scope of work because 1) the installations are funded through the same program, 2) they are expected to be installed simultaneously, and 3) combining the projects is expected to save the District money by creating economies of scale.

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.	20
b.	SPECIALIZED EXPERIENCE AND TECHNICAL COMPETANCE ...including familiarity and experience with the design and installation of low impact development strategies (LID), preferably strategies installed in schoolyard parking lot and school grounds. Please reference the number of related LID installations your firm has been involved in the design and installation of and provide project references.	20
c.	KEY PERSONNEL ...shall be senior personnel who have experience in designing and constructing projects requiring a similar scope and budget. Availability and experience of the key individuals assigned to this project will be evaluated.	20
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.	15
e.	PROPOSED MANAGEMENT PLAN ...to include an organized chart that 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.), as well as the coordination of all resources to achieve project objectives.	10
f.	EXPERIENCE IN OBTAINING 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 should be addressed. Knowledge of schoolyard infrastructure, the DDOE Stormwater permitting requirements, and design experience with bio-retention and storm water infiltration projects are of particular interest.	10
g.	DESIGN AND CONSTRUCTION SCHEDULE ...should be prepared that that fits the schedule outlined in the primary solicitation document. The proportionality between design, permitting and construction time frames should be reflected in the schedule.	5
	TOTAL	100

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 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:

Department of Public Works (DPW)
2000 14th Street, NW 3th Floor Bid Room
Washington, D.C. 20009

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

Proposal in Response to: Announcement No. DCKG-2011-R-0180
“Design and Installation of Low Impact Development Stormwater Measures and Outdoor Education Features at Three District of Columbia Schools”

These materials must be submitted by **2:00 p.m. local time on August 24, 2011** 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.

Contractors are required to attend the scheduled site walks to allow for the Contractor and owner to verify actual quantities of work to be completed as a requirement of the job prior to submitting a quotation. The site walks are scheduled for 8/10/11 and will begin at 10am at the Walker Jones Education Campus located at 1125 New Jersey Ave, NW.

For technical questions or clarification, please contact P. Trinh Doan at (202) 535-1653. 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: P. Trinh Doan (DDOE)

ATTACHMENT A

SCOPE OF WORK

DISTRICT DEPARTMENT OF THE ENVIRONMENT
WATERSHED PROTECTION DIVISION

SCOPE OF WORK FOR THE INSTALLATION OF LOW IMPACT
DEVELOPMENT STORMWATER MEASURES AND OUTDOOR EDUCATION
FEATURES AT FOUR DISTRICT OF COLUMBIA SCHOOLS

The purpose of this project is to design and install low impact development stormwater retrofits and outdoor education features at three schools in the District of Columbia – Walker Jones Education Campus (1125 New Jersey Ave, N.W.), The SEED Public Charter School (4300 C Street, S.E.), and Phelps Architecture, Construction and Engineering High School (704 26th Street, N.E.)

The Watershed Protection Division will coordinate the design and construction of low impact development and outdoor education features at the three schools listed above through its RiverSmart Schools program. The targeted project areas at these schools are very different and the features to be designed and installed are expected to also be unique. The schools are being combined in this single scope of work because 1) the installations are funded through the same program, 2) they are expected to be installed simultaneously, and 3) combining the projects is expected to save the District money by creating economies of scale. The scope of work set for here covers the entire process of this project including the design of the features, any necessary permitting, and installation of the landscaping as designed.

Background

The stormwater retrofits to be installed as a part of this scope of work are funded through a District Department of the Environment, Watershed Protection Division program called RiverSmart Schools. RiverSmart Schools creates outdoor classrooms and learning areas on school grounds and provides teachers with training and resources to utilize them for outdoor environmental education focused on the protection and restoration of local watersheds and the Chesapeake Bay.

The program began in 2002 and was originally called Greener Schools, Cleaner Water. To date, thirty-one schools have participated in the schoolyard program, and five more are scheduled to participate this coming school year.

The program was originally developed to help provide teachers with the training and financial resources necessary to install conservation sites on their school grounds and utilize them for educational purposes. The sites were installed by non-profit organizations with the help of teachers and students and were designed to enhance school properties while putting students in touch with the natural environment.

Through the program teachers were provided with curricula geared towards nonpoint source water pollution education and schoolyard habitats and they were encouraged to utilize watershed-friendly design techniques for their created habitats. After installation, students, teachers and the community participated in the maintenance of the sites—becoming stewards of the land and helping to protect the Anacostia and Potomac Rivers and the Chesapeake Bay from nonpoint source pollution.

In 2009 the name was changed to complement the Watershed Protection Division's RiverSmart Homes and RiverSmart Rooftop Programs. The program was also greatly expanded to better utilize open space at a schools to address stormwater pollution. The program continues to reach five schools a year, but

two to three of the schools will receive larger stormwater projects that also have an environmental education component while the other two or three schools will receive smaller landscaping and outdoor education projects. The projects covered in this scope of work are for the larger RiverSmart Schools efforts.

This scope of work is for design, site preparation, obtaining all permits, and construction of a series of Low Impact Development stormwater measures and outdoor education features at three RiverSmart schools. Specific characteristics of each school and its features to be installed are described below.

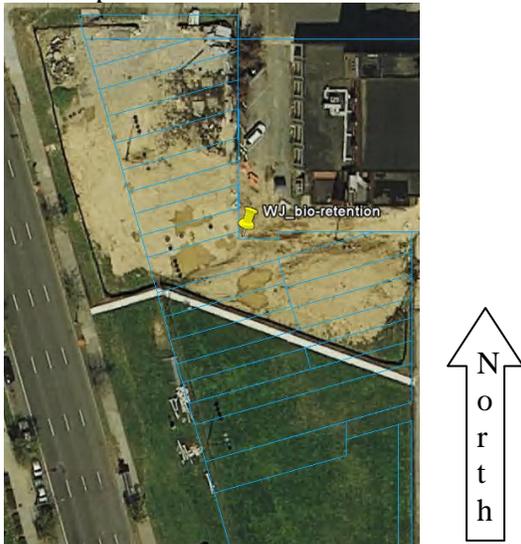
Walker Jones Educational Campus (1125 New Jersey Ave, N.W.)



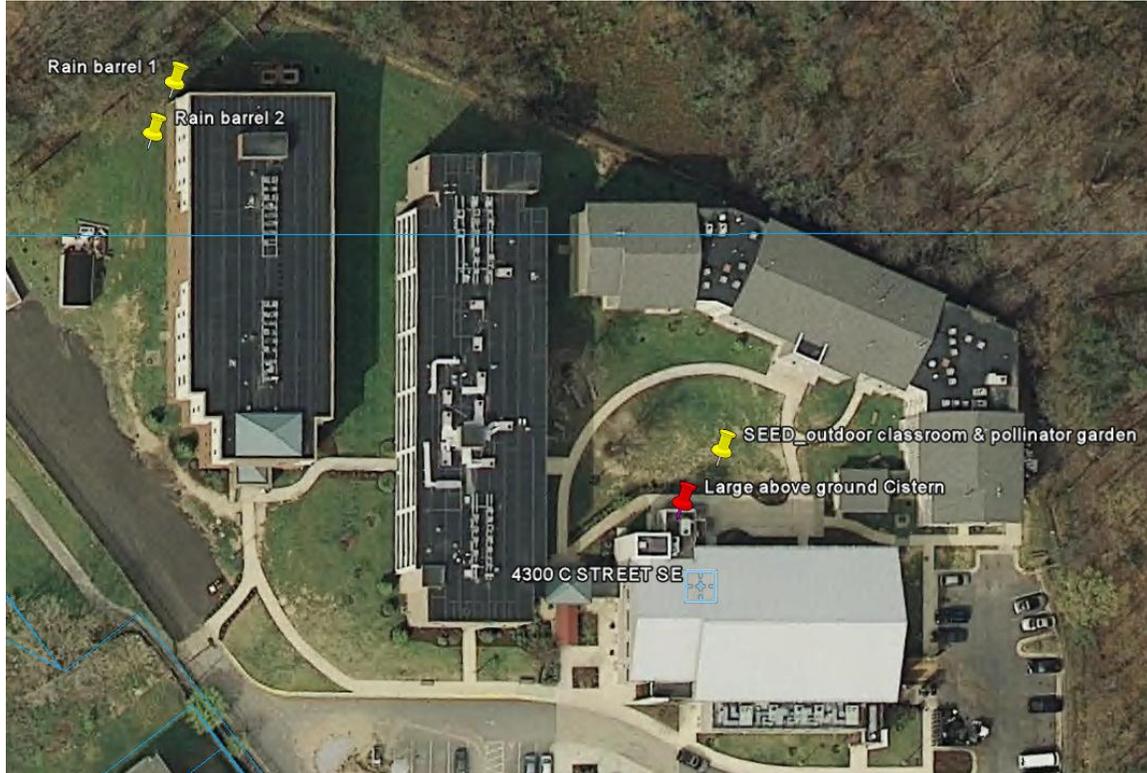
Figure 1. Walker Jones Education Campus. Project areas are in green.

The property associated with this project is located at the corner of New Jersey Avenue and K Street, NW, in the District of Columbia, just south of the Walker Jones Educational Campus and is approximately one-half acre in size. It is our understanding that the Walker Jones Farm will be a production-oriented community based farm that will serve the Walker Jones Elementary School, the surrounding neighborhood, DC Central Kitchen and others. This proposal covers the preparation of the necessary plans to facilitate the installation of LID practices at the farm.

As a part of this scope of work, DDOE is soliciting bids for low impact development storm water retrofits including:



- 1) Rain Garden – The rain garden will be constructed at the parking lot north side of the farm. The rain garden would help mitigate the overflow of storm water onto the impervious parking lot. The approximate dimensions of the garden should be 20 ft by 10 ft. The garden would provide 500 sq. ft. of bioretention.
 - a. Required specs: The Raingarden must be excavated to 30 inches in depth and a soil mixture comprised of 40% coarse sand, 30% topsoil, and 30% compost must be substituted for the in-situ soil. Planting of the raingarden with plants suitable for this site is required. The plant mix will include native shrubs at 6 ft. OC, and native perennials at 3 ft OC. The exact plant species will be determined with the input of DDOE and Walker Jones staff.
 - b. The Raingarden will not require an underdrain. There should be some curb cutting to direct stormwater into the rain garden.

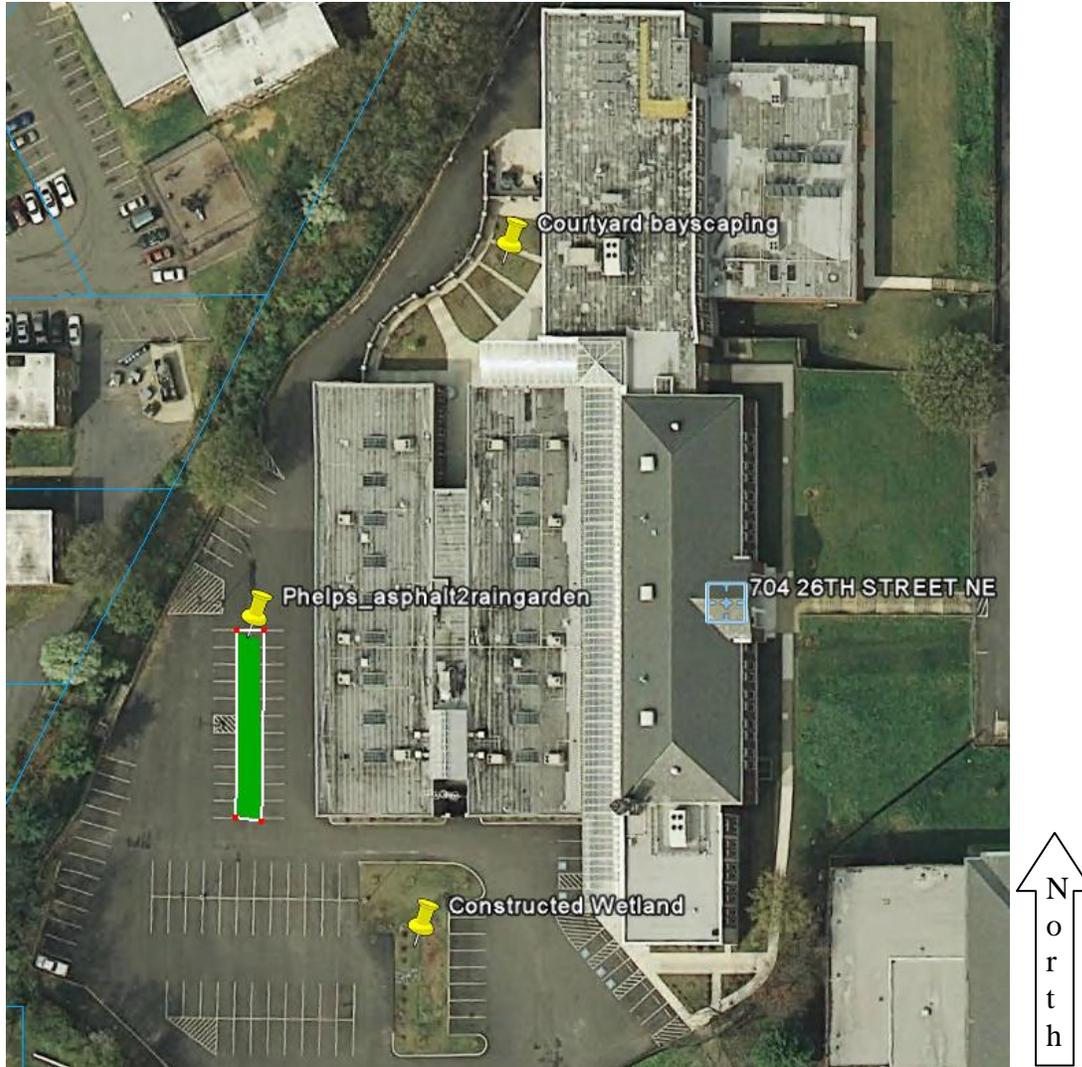
The SEED Public Charter School (4300 C Street, S.E.)

The SEED School campus is located in the Fort Dupont area of South East Washington, D.C. on the grounds of the former Weatherless Elementary School. The campus includes an academic building, student center, and two dorm buildings constructed in the early 2000s, forming several small courtyards, and one large central courtyard. Most downspouts in the new buildings tie directly into the Combined Sewer Overflow (CSO) system but are externally located on the building. A large amount of the water running off of the buildings is deposited into the central courtyard and the back (north, and northwest) facing sides of the campus.

- Installation of an above ground 700 gallon water cistern to capture and store storm water - The cistern will be located at the north part of the campus behind one of the dorms. There are two external downspouts located nearby that can be used. The cistern should include a submersible sump pump to allow the water to be used at a distance and an overflow area should also be installed.
- Creation of an outdoor learning space and installation of a pollinator garden – located in the northwest corner of the campus’s central courtyard. The project should include the creation of an outdoor classroom area with a permanent circular bench able to accommodate 15 - 20 scholars. The seating area should be backed by the installation of a combined pollinator garden and nature trail that will connect the learning

space to the vegetable gardens located on the north portion of the campus using native landscaping.

Phelps Architecture, Construction and Engineering High School (704 26th Street, N.E.)



When Phelps Architecture, Construction and Engineering High School re-opened in August of 2008, one challenge was to completely overhaul the existing Phelps campus and to place the school at the leading edge of high-tech education. Another challenge was to integrate sustainable strategies, including the pursuit of Leadership in Energy and Environmental Design (LEED) certification. Phelps is the first public high school in the country to offer both college preparatory and vocational education exclusively dedicated to the design professions and construction trades. The school is the first Silver LEED School certified in Washington, D.C.

The Phelps High School campus is composed of more than half asphalt surfaces. The topography includes a large sloping field that drains into a neighboring

school's parking lot. External downspouts of the school are tied into the Anacostia River, MS4 system. The school share fields with Springarn Senior High School, Browne Education Campus and what was formerly Charles Young Elementary School (currently closed). There's an abundance of usable green spaces on the periphery. Trees, planted by Casey Trees, one of our partners, are young, but our scope of work calls for the planting of dogwood trees, Dwarf English Boxwoods, forsythia plants and other indigenous plantings that would help to reduce stormwater water runoff and increase tree canopy.

Two downspouts are present at the south entrance of the school. The courtyard, with lots of potential for shade trees, provides excellent opportunities for increasing tree canopy, rain gardens, constructed wetlands, bayscaping as wastewater management solutions. The courtyard in at south entrance of school is one of our proposed areas for bioretention retrofits. In front of the school – side square with overflow to the parking medium, another bioretention retrofit is also recommended. Lots of downspouts are available (3-6 along south bordering building facing the courtyard). Most of the water running off of the building is deposited in the courtyard and the back of the school on the north and northwest side. Constructed rain gardens and/or wetlands are recommended for the low points of the periphery. Rain harvesting at high points via bayscaping and large underground cisterns.

1. Construct one (1) parking lot planting bioretention at the western side of the new woodshop addition. The Bioretention will be 100 ft. in length and 5 ft wide, island system on the north and south entrances.

a. Required specifications:

i. The bioretention cell will need to be designed with an underdrain that will connect to the closest stormsewer pipe or manhole (as is required by DC Water).

ii. All in-situ soils (4 feet in depth) will be removed off site and a new soil mixture comprised of 40% coarse sand, 30% topsoil, and 30% compost will be substituted.

iii. The bioretention will be at least 4 ft in depth.

iv. Large trees tolerant of the site conditions will be planted 10 ft on center. (figure out number of trees based upon length)

2. Constructed wetland (south side of the school)

A: The contractor will construct a wetland in the grass “median” area near the entrance of the school. Currently there is an area drain that can be raised in order to accomplish this task.

1. Required specs:

a. The area drain must be raised (either by brick or other means so that the top of the drain is 4 inches below the nearby parking lot.

b. The soil must be excavated and removed within 10 ft. of the area drain such that it is 6 inches below the top of the drain collar.

- c. Clay must be placed on the bottom of the excavated area to retain water.
- d. A 6 inch layer of organic soil must be placed on top of the clay layer.
- e. Planting will be accomplished by the students of Phelps Academy.

Retainage of funds

Ten percent 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 Low Impact Development stormwater measures and outdoor education 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 low impact development stormwater retrofit facilities, including signature of the maintenance covenant.
3. Contractor has submitted as-built drawings to DDOE within 21 days of completion of projects.
4. All planted material has received 3 weeks of watering done at an interval of every other day (at a minimum).

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 school 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 heating oil tanks, sanitary and storm sewers, and utilities (if any), and surveys of land plats and ownership points.

Subtask 2 – Perform field reconnaissance of existing conditions. Survey study area including the drainage area. 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, and the schools 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 the schools.

Task 4 – Design Bioretention Systems

Based on the design alternatives accepted by the project partners, the contractor will design plans and specifications for the bioretention systems in the three project areas. 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 each 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;

- Specification 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 educational and residential character of the project areas 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 5 – 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. However, obtaining the permits and all fees and associated costs are the sole responsibility of the Contractor.

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, schools) will ensure that obtaining the necessary permits will flow smoothly.

Task 6 – Construct Stormwater Retrofits

Using the specifications from the design documents and operations plans accepted by the project partners, the contractor will install the stormwater retrofits in the project areas. 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 the stormwater guidebook; 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 7 – 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 bioretention structure that is damaged or has failed due to storm events.