

REQUEST FOR SUPPLEMENTAL QUALIFICATION STATEMENTS

TO: DDOT A/E Schedule Contractors

Solicitation No.: DCKT-2009-Q-0080

Caption: Storm Water Management System at Vehicle
Impoundment Lot

Issuance Date: August 3, 2009

Due Date: August 17, 2009

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Public Works (the District), seeks the services of an Architect-Engineering consultant firm (A-E contractor) to design a Storm Water Management System (SWMS) for its Vehicles Impoundment Lot (Project). The successful A-E contractor shall be expected to provide these services in accordance with the Statement of Work, attachment A, under a firm fixed price contract. This Request for Supplemental Qualification Statements (Request) is being sent to those respondents selected from the District's Department of Transportation's (DDOT) Architect-Engineering schedule to give those Respondents an opportunity to supplement the qualifications previously submitted for evaluation for the schedule. Respondents need not submit a Supplemental Qualification Statement or otherwise respond to this Request to be considered for the contract. If no Supplemental Qualification Statement is submitted by a Respondent, the Respondent shall be evaluated based on the qualifications Respondent submitted in response to DCKT-2009-Q-0080.

1. Evaluation

This selection process is being conducted in accordance with the District's Procurement Practices Act (PPA) and the District of Columbia Municipal Regulations (DCMR), specifically 27 DCMR 2622 and 2627, regarding architect-engineer contracts, in evaluating qualifications and negotiating with Respondents. Based on the qualifications that Respondents submitted in response to this Request, an Evaluation Panel (panel) shall evaluate the qualifications in accordance with the evaluation criteria listed below and recommend, in order of preference, at least three (3) firms or individuals considered most highly qualified for this Project. The Contracting Officer shall review the recommendations of the Panel and make a final selection by listing the most highly qualified Respondents for the Project. The Contracting Officer shall then request a price proposal from the most highly qualified Respondent and begin negotiations of a contract. If a mutually satisfactory contract cannot be negotiated, the Contracting Officer shall terminate negotiations and request a price proposal from the next-highest ranked qualified Respondent.

For this project, the District will award a single contract resulting from this solicitation.

2. Evaluation Criteria

Selection for contract award will be based on an evaluation of proposals against the following factors:

- a. Professional qualifications necessary for satisfactory performance of the required services, including but not limited to the education, professional registration or licenses, publication, organizational memberships, certification, training, and awards of key personnel or subcontractors who will participate in the contract **(30 points)**;
- b. Specialized experience and technical competence in the type of work required, including year and type of relevant experience of key personnel or subcontractors and respondent's understanding of the services to be provided **(30 points)**;
- c. Capacity to accomplish the work in the required time, including evaluation of the structure and size of respondents organization **(30 points)**; and
- d. Past performance on contracts with the District, other governmental entities, and private industry in terms of cost, quality of work, complexity as compared to the required services described in Attachment A, and compliance with performance schedules. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, overall satisfaction of the Respondent's past performance, and previous experience. **(10 points)**

Total Possible Points (100 Points)

3. Supplemental Qualification Statements

The Panel will evaluate Respondent's qualifications submitted in response to DCKT-2009-Q-0080 and any additional information included in Respondent's Supplemental Qualification Statement.

The Respondent's Supplemental Qualification Statement may include or indicate:

- a) A brief narrative demonstrating the Respondent's understanding of the requirements for this Project and its technical competence, specifically identifying any technical expertise related to the Project and identify any additional contracts, not previously identified, that have been awarded to the Respondent, active and expired, during the past five (5) years that are similar in scope to the Project described in Attachment A.
- b) The name(s) and qualifications of the persons who will be assigned to this Project.
- c) The Respondent's ability to perform the work in the timeframe required.

All Supplemental Qualification Statements must be submitted on 8.5" by 11" paper and typewritten. Electronic and fax submission of the Supplemental Qualification Statements will not be accepted. Each Supplemental Qualification Statement shall be submitted in a sealed envelope conspicuously marked: "Submission in Response to RFQ No. **DCKT-2009-Q-0080**"

4. Response Submission

Supplemental Qualification Statements submitted in response to this RFQ should be sent to:

Department of Public Works
Office of Contracting and Procurement
2000 14th Street, NW, 3rd Floor
Washington, D.C. 20009
Attention: Calvin L. McFadden

5. Response Submission Date

The closing date for receipt of Supplemental Qualification Statements is 2:00 pm local time, August 17, 2009. If no Supplemental Qualification Statement is received by the closing date and time, the Respondent's response to DCJT-2009-Q-0080 will be considered.

Any Respondent who does not wish to be evaluated or otherwise considered for the Project should notify the District, in writing, at the address and by the deadline listed in Items 4 and 5 above.

6. Late Submission

A late submission of a Supplemental Qualification Statement, late modification or late request for withdrawal of a submission that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful responses. Each Supplemental Qualification Statement should be signed by a representative of the individual or organization who is authorized to bind the individual or organization. The name, address, and telephone number of this individual, who may be contacted during the response evaluation period, must be included.

Questions may be referred to Calvin L. McFadden by email at calvin.mcfadden@dc.gov. Questions regarding this request must be received in writing no later than 10:00 am August 10, 2009.

Attachment:
Attachment A – Statement of Work

ATTACHMENT A

STATEMENT OF WORK

DESIGN OF 12.5 ACRE ON GRADE PARKING LOT, PERMIT ACQUISITION AND SUBMITTAL REVIEW SERVICES (PHASE I)

A PROJECT SCOPE

The District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Public Works (“the District”), seeks the services of an Architect-Engineering firm (contractor) to design a Storm Water Management System (SWMS) to be later constructed at its 12.5 acre Vehicle Impoundment Lot, located at 5001 Shepard Parkway, S.W., Washington, DC. 20032. The Lot, which is 70% asphalt millings and 30% paved, was not equipped with a SWMS during the initial construction. Because of the proximity of the Lot to the Potomac River and its tributaries, water build up and pollutant that leaks from vehicles stored on the lot flows directly into the river and its surrounding areas in violation of both local and federal guidelines.

B PROJECT TIMELINE

B.1 The contractor shall complete all work related to this project within 120 calendar days after receipt of the notice to proceed.

B.2 The COTR may issue a task order during the term of the design phase of the project. The A-E contractor shall complete its review of statement of work and deliver its reports (Defined below) to the COTR pursuant to the following timeframes:

- (a) Building permit and oversight agencies approvals-within 120 after receipt of task order.
- (b) Storm Water Management System design, inclusive of landscaping for the lot for approval by the COTR within 90 days.
- (c) Submit samples of soil for inspection within 45 days.
- (d) Submit completed design for approval within 90 days.

C. REQUIREMENTS

The SWMA design shall be such that at the conclusion of the construction phase the Lot will be brought into compliance with the minimum standard of the District Storm Water Management Authority (DSSWMA), Environmental Protection Agency (EPA) and other local regulatory agencies guidelines, which includes:

- (1) U.S. Environmental Protection Agency (EPA)
Web site: www.epa.gov
- (2) District’s Department of Environmental (DDOE)

- Web site: www.ddoe.dc.gov
- (3) District 's Department of Health
Web site: www.dchealth.dc.gov
 - (4) District's Department of Consumer and Regulatory Affairs (DCRA)
Web site: www.dcra.dc.gov
 - (5) District's Department of Transportation (DDOT)
Web site: www.ddot.dc.gov
 - (6) District Storm Water Management Authority
Web site: www.stormwaterauthority.org/regulatory_data/state
 - (7) National Electrical Code (N.E.C.)

- C.1 The contractor shall design a Storm Water Management System that will meet the requirements of the agencies listed in Section C, (1) through (7).
- C.2 The contractor shall obtain all required permits for completion of this project
- C.3 The contractor shall design new lighting systems for the lot in accordance with the latest NEC codes.
- C.4 The contractor shall obtain the Building Permit, after receipt of approval of the design by the COTR, through DCRA as a direct cost item in their proposal.
- C.5 The contractor shall maximize parking spaces.
- C.6 The Contractor shall provide landscaping design services for the lot.
- C.7 The contractor shall submit the design and project schedule to the COTR for approval prior to finalizing the project design.
- C.8 The contractor shall provide submittal review services to ensure products and materials meet code and design
- C.9 The contractor shall perform subsurface soil investigation suitable for the lot and submit a soil profile of the lot as deliverable
- C.10 The COTR will render final approval of the design prior to submission to DCRA.
- C.11 The contractor shall obtain the COTR's approval of all materials for this project.
- C.12 The contractor shall provide striping and traffic flow indicators of the entire 12.5 acre site in accordance with the Department of Public Works (DPW) accepted layout and DDOT accepted reflective highway paint.

- C.13 The contractor shall provide curbing layout in accordance with DSWWA approved plan and DDOT's guidelines and standards for highway curbing.
- C.14 The contractor shall be prepared to resolve any design issues encountered during the construction phase of the project.