

# Traffic Maintenance Services for Fabrication and Installation of Evacuation Route Signs

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA			PAGE OF PAGES <b>1</b>	
1. REQUEST NO. 001	2. DATE ISSUED 09/17/2008	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE	CAPTION Evaluation Route Signs		
5A. ISSUED BY DISTRICT DEPARTMENT OF TRANSPORTATION Office of Contracting and Procurement 2000 14th Street, N.W., 6th Floor Washington, D.C. 20009			6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) <b>Ebony Elder 202-671-2278 or email ebony.elder@dc.gov</b>			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Delivery Address)			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) <b>September 29, 2008</b>		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
	SEE ATTACHED PRICE SCHEDULE FORM (ATTACHMENT C)					
13. DISCOUNT FOR PROMPT PAYMENT ▶		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
		%	%	%		
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

## **REQUEST FOR QUOTATION (RFQ)**

### **TRAFFIC MAINTENANCE SERVICES FOR FABRICATION AND INSTALLATION OF EVACUATION ROUTE SIGNS**

#### **1. GENERAL TERMS AND CONDITIONS**

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Open Market. The District will apply preferences in evaluating submissions from District-certified CBEs. If you are unable to submit a quote, please so indicate on this form and return it.

1.1 The District may award a single contract resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.

1.2 The District may award contracts on the bases of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms.

#### **2. SERVICES/SUPPLIES REQUIRED**

The Office of Contracting on behalf of the District Department of Transportation (DDOT), Transportation Operations Administration (TOA) has an immediate need to procure the services of company to provide the personnel, supervision, management, materials, equipment and supplies required to fabricate and install "Evacuation Route" signs on top of the District's existing "Stars and Bars" street name signs to identify nineteen of the District's evacuation routes.

## 2.1 BACKGROUND:

The TOA has identified the following nineteen (19) Primary Evacuation Routes for improved signage (Maps of the Evacuation Routes may be found at <http://app.ddot.dc.gov/information/emergency/index.shtm>):

1. 16<sup>th</sup> Street, NW,
2. Georgia Avenue (7<sup>th</sup> Street.), NW,
3. Rhode Island Avenue, NE,
4. New York Avenue, NW,
5. Benning Road, NW (via H Street, NW and East Capitol Street, SE,
6. Pennsylvania Avenue, SE,
7. Branch Avenue,
8. Pennsylvania Avenue, NW/3<sup>rd</sup> St/ Independence Avenue/Washington Avenue, SW/South Capitol St./Suitland Pkwy,
9. 9<sup>th</sup> Street, NW,
10. 14<sup>th</sup> Street, NW,
11. Interstate 395/295,
12. Constitution Avenue,
13. E Street Expressway,
14. K Street, NW,
15. Pennsylvania (Pa.) Avenue, NW/M Street, NW, **except** eight (8) signs on Pa. Ave. South East from 8<sup>th</sup> St. to 13<sup>th</sup> Street, and eight (8) signs on Pa. Ave. NW. from 7<sup>th</sup> street to 10<sup>th</sup> Street.
16. MacArthur Blvd NW,
17. Canal Rd. NW,
18. Wisconsin Avenue, NW, and
19. Connecticut Avenue, NW

The District is seeking the services of a company with skilled traffic maintenance crews that regularly install and maintain traffic control devices along public roadway. The selected company shall be responsible for identifying the proper spacing for the installation of the “Evacuation Route” signs following the guidance from the MUTCD. The District does not intend to have these signs installed at each intersection. The contractor shall identify all the specified requirements for service including the identification of the number of signs required and locations of signs at the key intersections for each Primary Evacuation Route.

The contractor shall be responsible for supplying four thousand (4000) “Evacuation Route” signs and their corresponding bracket(s) to either be used for installation or delivered to the DDOT as inventory. The contractor shall also be responsible for identifying and showing how the Evacuation Route signs will be attached to existing street name signs without damaging the existing signs.

**2.2 REQUIREMENTS:**

2.2.1 The contractor shall perform the following:

2.2.1.1 Be responsible for fabricating four thousand (4000) “Evacuation Route” signs pursuant to the proposed design; (18x 6 blade. See EXHIBIT 1) (CLIN 001);

2.2.1.2 Be responsible for determining how the Evacuation Route signs will be attached to existing street name signs without damaging the existing signs (CLIN 001);

2.2.1.3 Be responsible for identifying the proper spacing and location for the installation of the “Evacuation Route” signs following the guidance from the MUTCD (Manual for Uniform Traffic Control Devices) along the nineteen (19) Primary Evacuation Routes listed in SECTION 2.1 (CLIN 002);

2.2.1.4 Identify and report to the COTR existing damaged/faded sign faces and poles that require straightening at the locations where evacuation route signs are to be installed (CLIN 002);

2.2.1.4.1 Identify and report to the COTR the locations name place signs that will be used to mount the evacuation route signs.

2.2.1.4.2 Identify and report to the COTR faded/damaged street name signs if they meet one or a combination of the following criteria:

1. If sign reflectivity is less than 50%;
2. If sign is missing letters;
3. If sign is missing block number;
4. If sign is bent or twisted;
5. If sign is missing attachment bolts and/or associated hardware; and
6. If sign is missing all together; and

2.2.1.4.3 Identify and report to the COTR the locations of all leaning poles that are more than 10% out of level (The contractor shall not wait for the results of DDOT’s survey; but shall continue with sign installation along the remaining route and on other routes in order to prevent a delay in completion of the contract. However, the contractor shall report any delays caused by the District that negatively affect the delivery schedule to the contracting officer.);

2.2.1.5 Straighten leaning poles (CLIN 003); and

2.2.1.6 Provide written installation procedures (CLIN 004); and

2.2.2.1 Install evacuation route blade on top of existing street name sign (CLIN 005); and

2.2.2.2.1 Perform customized sign installation (CLIN 005);

2.2.2.2.2 The contractor shall perform the following tasks as an additive alternate:

2.3 CLIN 005 is included as an Additive Alternate. The Contracting Officer (CO) may or may not award this Additive Alternate for inclusion in the contract based on whether the CO determines that it is of good value for the District and whether adequate funding exists to include them.

**2.4 DELIVERABLES AND DELIVERY SCHEDULE:**

2.4.1 The matrix below lists the deliverables with quantity, format and delivery date requirements.

CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
001	Fabricate "Evacuation Route" signs	1 4,000	On Street TBD/remaining balance to Warehouse 1735 15 <sup>th</sup> Street NE		COTR
002	Identify Locations for sign installation	TBD*		30 days	COTR
003	Straighten Leaning Poles	TBD*		30 days	COTR
004	Installation Procedures Manual	3 Copies and CD	Hardcopy and Softcopy	30 days	COTR
005	Custom Install Evacuation Route Signs				

**\*TBD – To be determined by contractor**

**2.5 DISTRICT RESPONSIBILITIES:**

The DDOT will replace faded or damaged street name signs prior to installation of the "Evacuation Route" signs.

**2.6 CONTRACTOR RESPONSIBILITIES:**

The contractor shall provide to the COTR information concerning the fabrication shop location and sign and bracket material specifications to include the average life of sign materials.

**2.7 UNIT PRICES AND DELIVERY POINTS(S)**

Unit prices and/or discounts offered herein shall include delivery, all charges prepaid and exclusive of all taxes (See paragraph 11, Standard Contract Provisions) to the following delivery point:

District Department of Transportation:  
Kim Walker  
Warehouse Manager  
1735 15th Street, NE,  
Washington, D.C.

**3. PERIOD OF PERFORMANCE/DELIVERY:**

The period of performance shall be for one hundred (120) days from the date of award of the PO.

**4. TIME OF DELIVER ESSENTIAL:**

Time of the delivery shall be in accordance with the deliverables stated within the SOW

**5. BASIS FOR AWARD:**

**5.1** The Contracting Officer will award the PO based upon the following criteria listed from the most to least important order of priority:

**5.1.1 Firm-Fixed unit Price;**

**5.1.2 Contractor's Qualifications:**

5.1.2.1 The offeror's specialized experience and technical expertise;

5.1.2.2 The offeror's understanding of the Statement of Work and its ability to accomplish the Work in the Request for Quotation by the delivery date as demonstrated in his technical proposal, proposed personnel and resources.

5.1.2.3 The quality and demonstrated capability of key personnel. The experience and education of staff member(s) to be assigned to the project; and

5.1.2.4 The extent to which personnel from the referenced projects are proposed on this project;

**5.1.3. Contractor's past performance.**

5.1.3.1 The relevance of the past performance experience examples provided by the Offeror;

- 5.1.3.2 The extent in which the Contractor's experience and past performance on the same or similar projects demonstrates likelihood of successfully performing all of the task set forth in section, 2.2; and
- 5.1.4 The quality of references provided by the identified contract personnel.

**6. PROPOSAL PREPARATION**

- 6.1 Offerors must submit information that demonstrates their ability to meet the evaluation criteria.
- 6.2 Offerors should submit his proposed prices on the attached price schedule.
- 6.3 The Offeror must price CLINS 0001 through 005 on a fixed price basis.
- 6.4 CLIN 006 is included as an Additive Alternate. The Contracting Officer (CO) may or may not award this Additive Alternates for inclusion in the PO based on whether the CO determines that it is a good value for the District, and whether adequate funding exists to include it. The CO may award this CLIN through the issuance of a separate PO within 30 days from issuance of the initial order.

**7. CONTRACTING OFFICER (CO):**

Contracts will be entered into and signed on behalf of the District only by Contracting Officers. The name, address and telephone number of the CO is:

*Kathy Hatcher  
District Department of Transportation  
Office of Contracting and Procurement  
Address: 2000 14<sup>th</sup> Street, NW; 6<sup>th</sup> Floor  
Telephone: (202) 671-2270*

**8. AUTHORIZED CHANGES BY THE CO**

- 8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- 8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**9. CO'S TECHNICAL REPRESENTATIVE (COTR):**

9.1 The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Mr. Terry Bellamy  
Title: Associate Director  
Agency: District Department of Transportation, Transportation  
Operations Administration  
Address: 2000 14<sup>th</sup> Street, NW,  
Washington, DC 20009  
Telephone: (202) 671-1366

9.2 The COTR shall not have authority to make any changes in the specifications or SOW or terms and conditions of the contract/PO.

9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

**10. COMPENSATION AND PAYMENT:**

10.1 For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the price(s) specified in the contractor's Price Proposal.

10.2 The District will make payments in accordance with the terms of the PO upon the submission of a proper invoice less any discounts, allowances or adjustments provided for in the PO.

10.3 The District will pay the Contractor within 30 days after receiving a proper invoice from the Contractor.

**11. INVOICE SUBMITTAL:**

- 11.1** The contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in paragraph 6 of this RFQ. The address of the CFO is:

*Name: Office of the Controller/ Agency CFO*  
*Address: Accounts Payable*  
*2000 14<sup>th</sup> Street, NW-6<sup>th</sup> Floor*  
*Washington, DC 20009*

- 11.1** To constitute a proper invoice, the Contractor shall submit the following information:

- 11.1.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 11.1.2** contract, formal agreement or PO and invoice numbers;
- 11.1.3** description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;
- 11.1.4** other supporting documentation or information, as required by the CO or COTR;
- 11.1.5** name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 11.1.6** name, title, phone number of person preparing the invoice;
- 11.1.7** name, title, phone number and mailing address of person; and
- 11.1.8** authorized signature.

**12. DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination No. 2005-2103, Revision No. 6, dated 05/29/2008 issued by the U.S. Department of Labor in accordance with the Service Contract Act incorporated herein as Attachment **D**. The Contractor shall be bound by the wage rates for the term of the contract.

**13. WAY TO WORK AMENDMENT ACT OF 2006**

- 13.1.1** Except as described in H.\_. 8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official

Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

- 13.1.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.
- 13.1.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- 13.1.4** The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov). If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment.
- 13.1.5** The Contractor shall provide a copy of the Fact Sheet attached as J.\_ to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.\_ in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- 13.1.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- 13.1.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- 13.1.8** The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
  - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
  - (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
  - (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
  - (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
  - (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours

per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

**13.1.9** The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**ATTACHMENT(S)**

- A. Price Schedule
- B. Wage Determination No. (2005-2103, Revision 4, dated 5/29/08).
- C. Living Wage Act of 2006
- D. Living Wage Notice
- E. Maps - <http://app.ddot.dc.gov/information/emergency/index.shtm>):

