

# Government of the District of Columbia

## Department of Transportation



### **d. Office of Contracting and Procurement**

#### **DISTRICT ARCHITECT AND ENGINEER (“A/E”) SCHEDULE TASK ORDER (“TO”) SOLICITATION**

**Date:** November XX, 2018

**Category of Services:** Category F – Traffic  
Engineering (Ops & Safety)

**Title:** Request for Qualifications (RFQ) for the  
Connecticut Avenue NW Reversible Lane Study  
Project

#### **1. BACKGROUND**

The District Department of Transportation (DDOT) is seeking specialized traffic study assistance and technical planning support to assess the feasibility of removing the reversible lane operation on Connecticut Ave, NW. The objective of this study is to determine the extent of the operational impacts, and necessary mitigation. This study will also consider operational impacts associated with bike lanes along Connecticut Avenue.

#### **2. TASK ORDER COMPETITION**

The District is soliciting qualifications from firms awarded an A/E schedule containing Category F – Traffic Engineering (Ops & Safety) in accordance with the provisions of the A/E contract. One Firm-Fixed-Priced TO award is anticipated. The three firms are:

- XXX;
- XXX; and
- XXX;

#### **3. ATTACHMENTS INCORPORATED BY REFERENCE:**

- Contractor’s respective IDIQ Contract terms and clauses

- Draft complete scope of services for environmental evaluation services

#### **4. SUBCONTRACTING REQUIREMENTS**

For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.A.1, the Contractor may satisfy the requirement by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.A.1 and H.9.A.2.

Except as provided in H.9.A.5 and H.9.A.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

#### **5. SCOPE OF WORK (“SOW”)**

##### **5.1 Project Overview**

The reversible lane on Connecticut Avenue runs 2.7 miles through the neighborhoods of Chevy Chase, Cleveland Park, and Woodley Park. The entire roadway is a six-lane cross-section. The reversible lane operates as four-southbound lanes in the AM peak period and four-northbound lanes in the PM peak period.

DDOT has evaluated these reversible lanes in past studies, which include:

- Connecticut Avenue Transportation Study, 2003
- Reversible Lane Operation for Arterial Roadways: The Washington, DC, USA Experience, 2011

The efforts of this project will assess the operational impacts associated with removing the reversible lane on Connecticut Avenue, NW and provide a recommendation to either maintaining or removing the reversible lane. Either recommendation should include an assessment of operational and safety impacts and improvements for all modes (vehicular traffic, transit, bicycle and pedestrian) One of the alternative improvements to be considered shall include a protected bicycle facility. In addition, the study will identify the appropriate environmental clearance required for removal of reversible lanes. Since environmental clearance has not been determined, DDOT has included additional tasks to advance the project as part of this contract.

## 5.2 Study Area

The primary study area consists of Connecticut Avenue from Legation Street to 24<sup>th</sup> Street (the corridor). In addition, a secondary study area will consider operational impacts on adjacent arterials from Wisconsin Avenue to the west, Broad Branch Road to the east, Dupont Circle to the south and Western Avenue to the north.

## 5.3 Project Tasks

### 5.3.1 **Project Management**

#### 5.3.1.1 Kick-Off Meeting

The Consultant shall prepare for and attend a kick-off meeting to initiate the project. Key personnel from the Consultant and DDOT will be introduced and communication protocols established. The contents of the Work Plan and schedule will be discussed along with the requirements and deliverables of each task.

#### 5.3.1.2 Project Schedule and Work Plan

Within two weeks from the kickoff meeting, the consultant shall provide a Project Management Plan containing a performance schedule (including significant milestones required for successful performance), detailed tasks and approaches to performing the required work, the management and communications strategy and other PMP components as appropriate. The schedule shall represent the consultant's good faith estimate of the time required to perform each task within the Period of Performance ("PoP") and expenditures required to complete significant activities

The deliverables performance schedule shall include:

- A performance schedule showing significant milestones and a PoP required for performance of each Task;
- An estimate for expenditures for the activities identified; and
- Sufficient detail to adequately analyze the performance schedule for adequacy and reasonableness in comparison to the TO.

The Contract Administrator ("CA") shall approve the performance plan.

#### 5.3.1.3 Bi-weekly coordination meetings or calls with DDOT CA

Consultant will establish bi-weekly project check-ins with DDOT CA to provide updates and coordinate efforts. The consultant shall document progress, key issues, and "red flags" during each bi-weekly meeting. Meeting minutes shall be provided within one business day of the bi-weekly coordination meeting and presented to the DDOT CA for approval and/or modification.

**Deliverables:**

- 1) Draft and Final Project Management Plan including a Schedule and Work Plan.
- 2) Coordination of and attendance at bi-weekly project meetings or calls

**5.3.2 Stakeholder and Interagency Coordination**

The consultant shall prepare for and attend all Advisory Committee and Interagency meetings (up to 12 meetings). DDOT guidelines for branding, public involvement, and outreach shall be followed. All printed or web collateral must receive DDOT approval prior to distribution or publication.

The DDOT CA will manage all project communication with the DC Council and Advisory Neighborhood Commissions through the established agency protocols.

**Deliverables:**

- 1) Attendance at Advisory Committee and Interagency meetings
- 2) Preparation of Meeting materials (sign-in sheets, agenda, comment forms, maps, power point presentation, and handouts)
- 3) Preparation of draft and final meeting summary

**5.3.3 Existing Conditions****5.3.3.1 Data Collection Plan**

The consultant shall prepare a transportation data collection plan that documents where and when traffic data will be collected. DDOT will approve the data collection plan prior to the consultant beginning data collection.

Specific data that will be collected within the study area may include:

**Traffic/Transportation Data Collection**

- Weekday AM and PM peak period, and off-peak period (13-Hour) turning movement counts
- Multimodal data (pedestrian/bicycle/transit operations)
- 48-Hour volume and classification data
- Observed queue data
- Observed compliance (e.g. violations, hesitation, encroachments into reversible lane especially at transition periods)
- Curbside usage observations (loading, parking occupancy and turnover, pickup and drop off)
- Sign Inventory
- Vehicle Travel Time and Speed data
- Origin-Destination (O-D) data
- 5- year crash data including PD-10s

- Basic Right-of-Way and lane width data
- Signal Timing Data

Traffic data shall be collected for intersections and segments in both the primary and secondary study areas. Traffic data shall be collected on a weekday (Tuesday, Wednesday, or Thursday) during the school year on a non-holiday week. The Consultant shall collect and summarize data with the objective of developing a thorough understanding of the existing transportation operations within the study area.

#### Environmental Data Collection

The Consultant shall collect environmental data to the level that will be required if DDOT decides to pursue a Categorical Exclusion Level 3. The conduct of a CE Level 3 is an optional task included in Section 5.35 herein.

#### 5.3.3.2 Existing Conditions Report

The consultant shall prepare an existing conditions report that documents the current transportation network and surrounding environment. This report shall incorporate current traffic, multimodal transportation and safety data.

#### **Deliverables:**

- 1) Data Collection Plan for DDOT approval prior to collecting data
- 2) Draft existing conditions report
- 3) Final existing conditions report

#### 5.3.4 Technical Evaluation

##### 5.3.4.1 Model Calibration

##### 5.3.4.1.1 Macro Simulation Model (MWCOG Travel Demand Model)

The consultant will initially use a macro simulation model to evaluate up to five concepts including the no-build under Design Year conditions. DDOT will provide the Consultant with a set of operational and design concepts that have been initially developed. The purpose of this task is to gain an understanding of the potential diversion of traffic to adjacent facilities in the study area. The Consultant will provide a technical validation memo detailing the validation process. Prior to simulation run, the consultant will coordinate with DDOT on all assumptions and equilibrium convergence criteria. In addition, the macro model will be used to determine growth rates for use in Tasks 5.3.4.1.2 and 5.3.4.1.3.

##### 5.3.4.1.2 Micro Simulation Model (Synchro)

##### 5.3.4.1.2.1 Existing Year Evaluation

The consultant will use a micro simulation model to evaluate up to five concepts for existing conditions. The data collected for existing conditions shall be used in the micro simulation model and confirmed by DDOT. The consultant will coordinate with DDOT on analysis intersections for the primary and secondary study area. DDOT will review and provide input on the model until a desired outcome is reached.

#### 5.3.4.1.2.2 Design Year Evaluation

The Consultant shall not proceed to this phase unless authorized in advance in writing by the Contract Administrator. The consultant will use the micro simulation model design year traffic operations for up to four build or management concepts as identified in Task 5.3.4.1. The data from Task 5.3.4.1 and Task 5.3.3 Existing Conditions shall be used in the micro simulation model and confirmed by DDOT. The consultant will coordinate with DDOT on analysis intersections for the primary and secondary study area. DDOT may review and provide input on the model until a desired outcome is reached.

#### 5.3.4.1.3 Micro Multi-Modal Traffic Flow Simulation (VISSIM Model)

The Consultant shall not proceed to this phase unless authorized in advance in writing by the Contract Administrator. The consultant will use a micro multi-modal traffic flow simulation to evaluate existing and future conditions of up to one build or no-build management concept. Prior to simulation, the consultant will provide calibration criteria, such as link volume, queuing, and travel times for approval by DDOT CA. The consultant will then demonstrate that the model is calibrated in accordance with the recommendations outlined in *Traffic Analysis Toolbox Volume III: Guidelines for Applying Traffic Micro Simulation Modeling Software*. The DDOT CA may review and provide comments on the model until the calibration thresholds are achieved. The number of runs shall be at least five (5) per concept, but the number of runs may be increased to achieve the desired confidence interval.

#### **Deliverables:**

- Technical Validation Memo for each model
- Simulation Model (for DDOT review prior to model run)

#### 5.3.4.2 Technical Analysis

##### 5.3.4.2.1 Macro Simulation Model (MWCOC Travel Demand Model)

The consultant will evaluate traffic demand changes in the study area, determine potential impacts of removing reversible lanes, and assess the location of projected diversion impacts.

#### **Deliverables:**

- Macro Simulation Model (after model run)
- Analysis Report and forecast results for up to four concepts

#### 5.3.4.2.2 Micro Simulation Model (Synchro)

The Consultant shall not proceed to this phase unless authorized in advance in writing by the Contract Administrator. Through collaboration with DDOT, the Consultant will provide Measures of Effectiveness (MOEs) to evaluate, including: level of service (intersection and corridor), queuing, and signal warrant analysis.

**Deliverables:**

- Synchro Model
- Traffic Data and Analysis Report, including all MOE's, with results for up to four concepts

#### 5.3.4.2.3 Micro Multi-Modal Traffic Flow Simulation (VISSIM Model)

The Consultant shall not proceed to this phase unless authorized in advance in writing by the Contract Administrator. The calibrated model, once approved by the DDOT CA, shall be used to calculate all MOEs, including intersection vehicle speeds and travel times, bus speeds and travel times, person throughput, volume-to-capacity ratio, and pedestrian and bicycle usage.

**Deliverables:**

- Micro Multi-Modal Traffic Flow Simulation
- Traffic Data and Analysis Report, including all MOE's, with results for up to one build or no-build management concept.

### 5.3.5 Concept Screening and Report

The consultant will screen the concepts according to the transportation MOEs. The consultant shall work with DDOT to develop and refine additional criteria for the screening, which may include potential environmental impacts (at a level of analysis appropriate for a planning study), multimodal access, safety, cost, and feasibility. The concepts screening will include conceptual cost estimates for each concept.

The Consultant will provide conceptual design assistance for the preferred concept and provide cross-section alignments for each concept identified under Task 5.3.4.

The consultant shall document the analysis and results into a final study report. The report shall include all data collection, concept layouts and analysis, public and stakeholder outreach summary, and recommendations to advance into environmental evaluations in accordance with National Environmental Policy Act (NEPA), if applicable. The report shall include next steps for the recommendations, including recommended NEPA class of action and level of analyses, operations planning, and/or preliminary design. The consultant shall prepare a draft report and a final report responsive to DDOT's comments.

The report shall also include an executive summary-type document intended for non-technical audiences, such as ANCs and members of the public. This document shall include graphics and simple text for ease of understanding.

**Deliverables:**

- 1) Draft and final report
- 2) Executive summary / visually-oriented document

### **5.3.6 Additional Task: Environmental Evaluation and Reporting**

At DDOT's discretion, the consultant shall prepare a Categorical Exclusion (CE) or the appropriate environmental class of action documentation in accordance with DDOT guidance and regulation under the National Environmental Policy Act (NEPA) and DDOT's Environmental Manual 2<sup>nd</sup> Edition. A draft outline of scope of services for environmental evaluation services is contained in Exhibit A hereto. This task will use information collected in the environmental inventory conducted in Task 5.3.3. In the event that Additional Task 5.3.7 is approved by DDOT, the Consultant shall integrate comments received from public engagement and stakeholder involvement activities.

**Deliverables:**

- 1) Environmental documentation equivalent to CE Level 3 or alternative class of action approach

### **5.3.7 Additional Task: Public and Agency Engagement and Stakeholder Involvement for Environmental Evaluation**

The public engagement and stakeholder involvement is in addition to Stakeholder and Interagency Coordination identified in Task 5.3.2.

#### **5.3.7.2 Public Workshops**

The consultant will develop and manage a meaningful public involvement process that will consist of two (2) public meetings. The public involvement process will be used to obtain input about existing problems as well as feedback regarding proposed solutions. The consultant will be responsible for all components of public engagement related to the project, which will include outreach, meeting preparation & administration, and documentation.

#### **5.3.7.3 Notification and Communication**

The consultant will use multiple media to communicate information to the public and will utilize tools such as a project website, maps, infographics, handouts, and reports. The consultant will work with the DDOT CA to ensure Title VI requirements are met with regard to public participation, language access, and record keeping.



The consultant shall follow all DDOT guidelines for branding, public involvement, and outreach. All printed or web collateral must receive DDOT approval prior to distribution or publication. The DDOT CA will manage all project communication with the DC Council and Advisory Neighborhood Commissions through the established agency protocols.

#### 5.3.7.4 Project Committees

The consultant will coordinate directly with the DDOT CA and schedule meetings with the following two groups:

1. **Advisory Committee** to include ANC Commissioners whose single member districts fully or partially overlap with the study area, as well as an appointed representative of the Pedestrian Advisory Council, the Bicycle Advisory Council, and the WMATA Riders Advisory Council.
2. **Interagency Steering Committee** consisting of representatives from DDOT administrations (particularly staff focused on safety, operations, and roadway design). Additional partner agencies will be invited to participate; including DC Water, WMATA, and others. DDOT anticipates that there will be 3-5 Interagency Steering Committee meetings throughout the project.

#### **Deliverables:**

- 1) Public Involvement Plan and Project Schedule
- 2) Website domain name
- 3) Website content outline and schedule for updating
- 4) Project Logo in electronic file format
- 5) Project contact spreadsheet
- 6) Public Workshop materials (nametags, sign-in sheets, comment forms, maps, power point presentation, handouts, interactive activities, meeting summary document)
- 7) Materials for Project Committee Meetings – agenda, copies of handouts, meeting summary
- 8) Final project summary of public involvement including Title VI demographic data
- 9) Hard copies of public meeting materials will be made available to the public at public libraries.

The consultant shall make hard copies of public meeting materials available to the public at the public neighborhood libraries within two weeks of each public workshop.

## **6. PERIOD OF PERFORMANCE: 9 MONTHS FROM DATE OF AWARD**

## **7. DELIVERABLES**

<b>SOW Ref</b>	<b>Deliverable</b>	<b>Method of Delivery</b>	<b>Due Date</b>	<b>To Whom</b>
5.3.1	Project Management	Electronic/ Hardcopy	2 weeks from award	DDOT
5.3.2	Stakeholder and Interagency Coordination	Electronic/ Hardcopy	As needed	DDOT
5.3.3	Existing Conditions	Electronic/ Hardcopy	As needed	DDOT
5.3.4	Technical Evaluation	Electronic/ Hardcopy	As needed	DDOT
5.3.5	Concepts and Screening Report	Electronic/ Hardcopy	As needed	DDOT
5.3.6	Additional Task: Environmental Evaluation	Electronic/ Hardcopy	As needed	DDOT
5.3.7	Additional Task: Public and Agency Engagement and Stakeholder Involvement for Environmental Evaluation	Electronic/ Hardcopy	As needed	DDOT

## **8. EVALUATION OF QUALIFICATIONS**

Your submission is an opportunity to present your firm's qualifications to perform the work. It is important that your qualifications highlight your firm's capabilities as it relates to the SOW and the evaluation criteria. The five (5) evaluation factors and their relative importance for this requirement are as follows:

1. **Key Personnel Qualifications.** Professional qualifications necessary for satisfactory performance of required services. Resumes of proposed staff shall provide information on the conduct of past projects in terms of similar project type, relevancy, size/magnitude and complexity; (40 Points)
2. **Specialized corporate experience and technical competence** in the type of work required; (30 Points)
3. **Oral interviews,** the offeror's demonstration of their understanding of the work to include potential risks to performance, quality, and costs and associated mitigation measures, and the quality of their plan to ensure successful project delivery. (30 Points)
4. **Past performance** on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. In addition to each offeror's response to Factor 4 – Past Performance, the District may utilize additional Past Performance sources to include (a) District eVAL and (b) Publicly available information. (20 Points)

5. Capacity to accomplish the work in the required time; (10 Points)

Offerors are advised to pay close attention to the evaluation criteria, and ensure they address all aspects in their qualifications. The District will evaluate qualifications in accordance with this solicitation, and only consider information received in accordance with this solicitation.

The District will conduct interviews with selected firms following receipt and evaluation of all firm qualifications. The interview location will be 55 M Street S.E., Washington, DC 20003. The date, time, and specific room will be determined after the issuance of this RFQ and incorporated via amendment. Interviews will be evaluated in accordance with the below evaluation criteria.

Total Possible Points: 130

9. **CONTRACT ADMINISTRATOR (CA)**

Name: Robyn Jackson  
Title: Transportation Planner / Project Manager  
Agency: District Department of Transportation  
Address: 55 M Street, SE Washington, DC 20003  
Telephone: 202-671-5110

10. **RECEIPT OF QUALIFICATIONS**

Please submit your qualifications on the Standard Form 330 to include all parts and sections via email to [ddot.aeschedule@dc.gov](mailto:ddot.aeschedule@dc.gov). SF 330 submissions shall not exceed XX pages in length. Offerors may submit a title page that does not exceed two pages. Any pages exceeding these limitations will not be considered. Inclusion of other materials by reference will not be considered. **Qualifications are due on or before 5:00 PM on Friday February XX, 2017.**

If you have any questions regarding the solicitation or requirement, please contact Kyle Cox, Contract Specialist – Contractor, at [kyle.cox@dc.gov](mailto:kyle.cox@dc.gov) or 202-671-2282 or the undersigned at [jeralyn.johnson@dc.gov](mailto:jeralyn.johnson@dc.gov). 202.671.2277

Sincerely,

Jeralyn Johnson  
Contracting Officer - DDOT

C.C: Robyn Jackson, DDOT  
Kyle Cox (Contractor), OCP