

5. SECTION B - SCOPE OF SERVICES:

5.1. Background

The Montgomery County Department of Transportation, Division of Transportation Engineering (the County) is soliciting technical proposals to provide a full range of transportation engineering services to be conducted county-wide. It is the expectation of the County to enter into contracts with experienced and qualified firms to provide a wide range of these transportation engineering services.

These transportation engineering services include but are not necessarily limited to: feasibility studies, preliminary and final engineering, and development of contract documents.

Services will be for the development of various, specific Capital Improvements Program (CIP) projects or related services, on an as needed basis, as directed by the Contract Administrator of the Division of Transportation Engineering. The County will issue task orders that will vary in size and scope, and usually encompass feasibility studies and design of transportation projects.

5.2. Intent

The County intends to award contracts to the firm(s) who possess the greatest levels of relevant expertise, experienced personnel, and clearly demonstrate the means necessary to meet the County's transportation engineering design needs, as outlined herein. See section 7 D Method of Award/Evaluation. **The award process will be a qualifications-based selection in accordance with the Brooks Act.**

Actual task orders with specifically defined scope of work are not available and will be developed when needed. There is no guarantee to any contractor that it will be awarded any task order; any particular number of task orders; or total dollar value of work to be awarded. The County intends to issue individual Task Orders for various assignments/project as funding appropriations permit. In accordance with the terms of any contract issued as a result of this RFP, the County reserves the right to decide when Task Orders are issued.

Any task order issued before but delivered after the effective termination date of a contract resulting from this solicitation, must be honored with all terms, conditions, and prices of the contract in effect until the task order is completed and accepted by the Contract Administrator.

5.3. Scope of Services/Specifications/Work Statement

5.3.1. The Consultant must provide engineering services for individual projects or component projects that may derive from, but not be limited to; the following categories included in the County's CIP and may include related planning and engineering tasks.

- a. Transportation facility planning
- b. Roadway projects
- c. Bridge projects
- d. Storm drain projects
- e. Intersection Improvements and other traffic improvements
- f. Bikeway and pedestrian facilities
- g. Transit facilities
- H. Property acquisition services

5.3.2. The Consultant must provide engineering services on task orders that vary from component parts of individual projects to complete project engineering and design and construction contract preparation. Component project task orders and complete project task orders may include, but not be limited to:

a. **Facility Planning components:**

General Services

- i. Review Master Plan and background documents to establish fundamental requirements for the project corridor and identify key project stakeholders.
- ii. Confirm and clarify the problems, issues, goals, needs, and provide documentation. Identify the public process used to define the project's purpose and need.
- iii. Identify affected groups and develop public involvement or information plan.
- iv. Attend coordination and review meetings with MCDOT, MD State Highway Administration (MSHA), Maryland National Capital Park and Planning Commission (M-NCPPC), Corps of Engineers (COE) and take minutes at meetings.
- v. Conduct a field walk and provide comprehensive photo log.
- vi. Research all existing and proposed development and road construction in corridor, coordinate with developers and SHA, obtain pertinent plans and provide copies to MCDOT.

Environmental Constraints and Impact Analysis - Environmental Site Assessment (ESA) Report

- i. Conduct a comprehensive environmental field walk to establish the limits and quality of environmental resources.
- ii. Prepare draft Wetland Identification Reports if necessary.
- iii. Produce an ESA report which shall include: natural environment; historic and cultural resources; hazardous materials; and socioeconomic environment

Noise Analysis/Report

- i. Complete ambient noise measurements.
- ii. Provide noise analysis, with impacts and summary of possible mitigation measures.

Traffic and Transportation System Analysis (Traffic Report)

- i. Perform peak turning counts.
- ii. Obtain intersection historical data to develop growth rates and trends.
- iii. Obtain accident history data.
- iv. Identify existing needs and deficiencies related to safety, including sight distance analysis, and review of lighting.
- v. Coordinate with Maryland SHA for proposed roadway projects in the study area.
- vi. Develop 10 & 20 year traffic forecasts.
- vii. Perform supplemental Critical Lane Analysis for all existing and proposed signalized intersections.
- viii. Review model and link data from M-NCPPC.
- ix. Identify transportation network deficiencies based on future traffic.
- x. Analyze pedestrian/bicycle impacts.
- xi. Develop traffic models using Synchro and VISSIM or equivalent approved models.
- xii. Produce a traffic report to summarize the above.

Produce Purpose & Need Report

Development of Initial Concepts and Engineering Alternatives

Develop conceptual plans including horizontal and vertical geometrics and intersection geometrics, etc. Several alternate alignments will be produced.

First Public Meeting to present Alternates

Evaluate and Recommend Alternative(s)

Final Concept

- i. Review public information meeting response items.
- ii. Prepare preliminary concept plans for one final alignment.

Second Public Meeting - to present preferred alternatives

Attend and facilitate second formal public meeting. Present to public (using graphics, exhibits, handouts and presentations) the preferred alternative.

Prospectus Report

- i. Full written report that will include all project elements.
- b. Engineering Design Components**
 - i. Project management and scheduling
 - ii. Aerial, topographic and property surveys
 - iii. Geotechnical analysis/soil borings; foundation investigation and design
 - iv. Roadway design
 - v. Right-of-way plat preparation
 - vi. Structural design for bridges and scour analysis
 - vii. Hydrologic/ hydraulic engineering
 - viii. Environmental studies and noise analysis
 - ix. Environmental Site Design (ESD) for storm water management facility design
 - x. Wetland delineation, mitigation, and design
 - xi. Natural Resource Inventory/Forest Stand Delineation
 - xii. Mandatory referral review and presenting projects to M-NCPPC Planning Board
 - xiii. Landscape and streetscape design
 - xiv. Sediment control design
 - xv. Transit (within the right of way) design
 - xvi. Traffic signal design
 - xvii. Traffic analysis and development of concepts plans
 - xviii. Traffic control plans
 - xix. Pedestrian and Bicyclist design
 - xx. Safety impact and Vision Zero reviews
 - xxi. Regulatory agency and utility company coordination
 - xxii. Historical site and archeological site investigation
 - xxiii. Community meetings, public hearings, and outreach program tasks
 - xxiv. Visualization, animation, 3-D/4-D modeling, and photo montage
 - xxv. Utility test pits
 - xxvi. Utility company coordination
 - xxvii. Preparation of general and special condition specifications for construction bid packages
 - xxviii. Construction baseline stakeout and as-built surveys/plans
 - xxix. Shop drawing review and approval
 - xxx. Review of other consultant engineer's work
 - xxxi. Other related transportation engineering services

5.4. Contractor's Qualifications

5.4.1 The Project Manager must possess as a minimum an appropriate 4-year college degree and fifteen years-experience as a project manager on transportation related projects.

5.4.2 The project manager be a registered Professional Engineer in the State of Maryland.

5.4.3 All staff must communicate effectively in the English language both orally and in writing.

Communication to County personnel, elected officials, contractors, and the general public by oral presentation may be required at any time during the contract term.

5.4.4 The project manager and staff must have a working knowledge and experience with the following:

- Montgomery County Department of Transportation, Division of Transportation Engineering, design standards
- Montgomery County Complete Street Design Guide
- MD State Highway Administration, Standard and Supplemental Specifications for Construction and Materials
- MD State Highway Administration, Book of Standards for Highway & Incidental Structures
- Montgomery County Department of Permitting Services Stormwater Management Concept and Sediment Control approval process
- Maryland Department of the Environment Stormwater Design Manual

5.5. Contractor's Responsibilities

5.5.1 The contractor must maintain sufficient resource levels to meet scheduling requirements and avoid delays to Task Orders.

5.5.2 The contractor personnel must conduct field activities in a safe manner at all times and are responsible for observing the safety regulations of local, state and federal safety agencies.

5.6. County's Responsibilities

The County is responsible to provide clear scope and expected schedules for each task order and timely reviews of submittals to ensure adherence to schedules.

5.7. Reports/Deliverables

The deliverables will be identified for each individual task order.

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement. The period in which the County must order all work under the Contract begins on the Contract's effective date and ends after a three (3) year period. The Contractor must also perform all work in accordance with time periods stated in the Scope of Services and each Task Order. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. The Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times for one (1) year each for the purpose of acquiring maintenance for additional periods.

6.2 PRICE ADJUSTMENTS

- 6.2.1 Prices quoted are firm for a period of two years after execution of the contract. Any request for a price adjustment after this two-year period is subject to the following:
- 6.2.1.1. Approval or rejection by the Director, Office of Procurement or designee
 - 6.2.1.2. Submission in writing to the Director, Office of Procurement and accompanied by supporting documentation justifying the Contractor's request. A request for any price adjustment may not be approved unless the contractor submits to the County sufficient justification to support that the Contractor's request is based on its net increase in costs in delivering the goods/services under the contract.
 - 6.2.1.3. Submission within sixty (60) days prior to contract expiration date, if the contract is being amended.
 - 6.2.1.4. The County will not approve a price adjustment request that exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request must be based upon the CPI for all urban consumers issued for the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan area by the United States Department of Labor, Bureau of Labor Statistics for ALL ITEMS.