



Scope of Services

Transportation Analysis and Modelling for the Pennsylvania Avenue SE Small Area Plan

1 Introduction

The District of Columbia Office of Planning (OP) seeks proposals for transportation analysis and modelling services for Small Area Plans. OP seeks the professional services of a highly qualified consulting firm or team of firms (Contractor) to perform work in the area of transportation analysis and modeling. The Contractor must demonstrate a track record in multimodal transportation analysis and recommendation development, as well as the ability and capacity to complete tasks and deliver work products within the defined schedule.

OP Background

OP is responsible for the District's city planning functions, including: maintaining, updating, and monitoring implementation of the District's Comprehensive Plan, which sets forth a 20-year vision and blueprint that guides land use and programmatic decision-making for development in the District; Small Area Plans and studies that supplement the Comprehensive Plan, providing detailed guidance tailored to address specific needs of neighborhoods and transportation corridors; strategies targeting citywide issues such as retail and the creative economy; zoning as a fundamental land use policy implementation tool; and system plans in partnership with sister agencies. The role of OP is to be the steward of these plans, ensuring that development within the District is in line with these plans and with District policies and priorities. Additionally, owing to the District's city-state structure, the Office of the State Historic Preservation Officer (SHPO) and the State Data Center are ensconced within OP, and are responsible for all historic preservation regulatory and policy-making functions, and for demographic forecasts and other growth projections, respectively.

Project Background

Small Area Plans:

Small Area Plans (SAPs) cover defined geographic areas that require more focused direction than can be provided by the Comprehensive Plan. The intent of such plans is to guide long-range development that supports and improves neighborhoods, achieves District-wide goals, and attains economic and community benefits. SAPs entail significant community outreach and engagement, to both communicate the goals and milestones of the planning process as well as provide opportunities for community dialogue on important topics of the plan. OP is in the process of developing a new series of SAPs, having an emphasis on recovery, equity, and housing affordability.

Pennsylvania Avenue SE Small Area Plan

OP seeks to develop an updated vision and implementation plan for Pennsylvania Avenue SE, east of the Anacostia River. This project builds on the 2008 Pennsylvania Avenue SE Corridor Land Development Plan and offers an opportunity to revisit existing recommendations and implementation challenges. While several transportation initiatives have been implemented for Pennsylvania Avenue SE, the corridor still faces traffic and safety challenges multimodally. It is expected that increased development along the corridor will have significant transportation impacts that will need to be addressed in the plan. This planning effort is being conducted with an equity lens. Analysis will consider:

- access to resources and amenities (food, housing, jobs, public space, cultural centers, etc.);
- economic development; and
- health, and safety, especially regarding pandemic impacts on transportation service and use.

2 Scope of Work

Transportation analysis and recommendations for the Pennsylvania Ave SE Small Area Plan will be responsive to these themes from the Comprehensive Plan Update: 1) COVID-19 Response and Recovery, and 2) Equity and Racial Justice. The Contractor shall provide analysis of existing conditions and modelling for future transportation needs. The Contractor shall develop outreach tools for public input and present findings to and answer questions from the public and interagency partners, and will be expected to participate in up to four meetings over the course of the project.

3 Requirements

The Contractor shall fulfill the following requirements:

1. Provide a project work plan, including a clear schedule of deliverables and resource allocation.
2. Provide a public participation plan and tools for implementation
 - a. Provide survey questions, graphics, maps, and images, as needed, that will be used as part of the plan's public process around transportation issues. These must be easily understood by the general public.
 - b. Develop two (2) presentations: one (1) will be a presentation of findings and one (1) will be a presentation of draft recommendations. The audiences for these include the general public and an interagency working group.
3. Develop transportation analysis
 - a. Identify recent and proposed CIP transportation related investments and MoveDC priorities in the project area since the 2008 plan, using DDOT data
 - b. Chart streets, paths, and alleys by type of use such as walking, biking, and scooting, and assess how circulation patterns are impacted by social, educational, or employment uses
 - c. Identify any paper streets and opportunities to better connect the urban fabric
 - d. Identify existing and potential future major trip generators in the project area, and key routes to destinations outside of the project area, including essential jobs, health-care providers, and food.
 - e. Identify transportation gaps experienced by residents, specifically as it relates to job, food, and health care access
 - f. Survey walkability to key destinations and impact of existing pedestrian facilities, traffic, and traffic control devices

- g. Identify safety hazards and sites with increased multi-modal conflict risk and asses existing traffic controls and interventions
- h. Identify how transit ridership has been impacted by COVID-19
- 4. Recommend improvements to the transportation network based on analysis and land use recommendations.
 - a. Develop projections for multimodal impacts of new development
 - b. Recommend transportation studies, investments, and service changes that will aid in the success of the corridor
- 5. Attend and present at up to 4 project meetings

Deliverables

- ✓ *Project Work Plan*
- ✓ *Engagement Plan*
- ✓ *Existing Conditions Report*
- ✓ *Presentations*
- ✓ *Recommendations*
- ✓ *Meeting Participation*

Supporting Documents

Item No.	Document Type	Title, Author, Link	Date
1	Comprehensive Plan	District of Columbia Comprehensive Plan , DC Office of Planning https://planning.dc.gov/page/comprehensive-plan	2006
2	Small Area Plan	Pennsylvania Avenue SE Corridor Land Development Plan , DC Office of Planning https://planning.dc.gov/publication/pennsylvania-avenue-se-corridor-land-development-plan	2014
3	Transportation Plan	moveDC Plan , DC Department of Transportation http://www.wemovedc.org/	2014
4	Market Analysis	Pennsylvania Avenue SE Main Street Market Analysis (in progress)	2020

Important Electronic Document and Map Delivery Standards for OP and its Contractors

The Office of Planning manages spatial information using GIS software from ESRI, and most other data and documents using Microsoft Office 365 Plus for Windows. We use Adobe Creative Cloud 2018.1(CC) for desktop publishing and design. Consultants wishing to exchange maps and data effectively with OP should plan to use ESRI ArcGIS 10.8 or equivalent GIS software. Base mapping data may generally be downloaded directly from <http://opendata.dc.gov>. OP may provide additional base mapping and other data in ESRI geodatabase or shapefile formats; CAD-format data will be provided only for design-related projects or as specified explicitly in the scope of work.

All maps, data, and documents developed for OP must be delivered in acceptable electronic formats. OP prefers maps in ESRI ArcMap or ArcGIS Professional formats; at minimum, spatial information developed for OP should be delivered in ESRI file geodatabase or shapefile formats. Note: key map information must be delivered as geographic features stored in layers; simple graphic elements drawn on a map are not acceptable.) CAD-based maps are acceptable only for design-related projects or as specified explicitly in the scope of work. Highly generalized (“blob”) maps may be delivered in editable graphic formats, but should be derived from OP’s base map information. Maps showing specific location information must be delivered in ESRI ArcGIS-compatible formats.

Other information and documents should be provided in Microsoft Office 365 Plus formats, Adobe Photoshop files using features compatible with Photoshop CC (2018.1), Adobe Illustrator files must be provided in Illustrator CC (2018.1) format, or Adobe InDesign files in CC (2018.1) compatible formats. For Adobe InDesign, deliverables shall be delivered in "package" format together with all required resources including fonts and linked resources in editable format for InDesign CC (2018.1) and an .idml version of the InDesign document. In all cases, data sets must be delivered with sufficient documentation for OP to be able to assess what they contain and to reuse them in subsequent efforts. Use of data delivered to OP should not be limited by third party license restrictions.

Note that OP routinely posts final documents on its website in Adobe Portable Document Format. The maximum acceptable size for attachments on DC Government websites is 10 megabytes. Contractors should be mindful of this limit when designing their documents, and original Adobe Photoshop and/or Adobe Illustrator files should be delivered together with the Adobe InDesign documents that incorporate them.

Consultants are responsible for printing 5 copies of all required documents and a single copy of all required maps and graphics unless otherwise specified in the scope of work.

All software, database, or website development tasks and any use of non-standard graphics or presentation software must be reviewed by the OP Chief Information Officer. Any cloud-based service use must be reviewed and approved in advance by the OP Chief Information Officer, and administrative control of any cloud-based services procured on OP's behalf shall be transferred to the OP Chief Information Officer, including administrative control of any domain names established for the Office of Planning. Products hosted on any service controlled by or within an account in the name of a contractor shall not be considered to be delivered until they have actually been transmitted to the Office of Planning in full or transferred to a service controlled by and in the name of the Office of Planning.

Any licensed fonts used in deliverables to OP must be provided to OP, together with proof of license from an authorized licensor for up to 5 members of OP's staff to use those fonts to make edits to those deliverables (except for fonts included with Adobe Typekit, Microsoft Windows 10, Microsoft Office 365 Plus, or OP’s standard software packages.)

Summary of Deliverables

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) in accordance with the following:

Item	Deliverable	Quantity	Format/Method of Delivery	Due Date	Potential Contractor Hours
1	Project Work Plan	1	Word	1 week from NTP	5
2	Engagement Plan	1	Word document and related images and maps	2 weeks from NTP	60
3	Existing Conditions Analysis	1	Word document and related images and maps	TBD	80
4	Presentations	2	Powerpoint or PDF	1 week prior to each scheduled meeting	20
5	Recommendations Report	1	Word document and related images and maps	TBD	45
6	Participation in meetings	Up to 4	Digital platform or in person	TBD	10

4. PERIOD OF PERFORMANCE:

The period of performance shall be from date of award thru 9/30/21.

5. OPTION TO EXTEND THE TERM OF THE CONTRACT

5.1 The District may extend the term of the resulting contract for one (1), one-year option periods, or successive contract thereof, by written notice to the Contractor before the expiration of the contract provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

5.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

5.3 The price for the option period shall be as specified in the contract.

5.4 The total duration of this contract including the exercise of any options under this clause, shall not exceed two (2) periods.

6 CONTRACTOR EXPERIENCE/QUALIFICATIONS REQUIREMENTS:

6.1 Demonstrated experience with transportation analysis and modeling consulting for a minimum of two projects of similar size and scope. For each project, please include client contact information, contract number, and a copy of the final contract performance evaluation.

6.2 A list of three professional references for similar work performed by your company.

6.3 Resumes showing the qualifications of company employees proposed for this project.