



D.C. DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

PROGRAM MANAGEMENT SERVICES

September 9, 2013

Proposal Due Date: **October 9, 2013 by 2:00 p.m. EDT**

Preproposal Conference: **Tuesday, September 17, 2013 at 10:30 a.m. EDT**

to be held at:

**Frank D. Reeves Center
2nd Floor Community Room
2000 14th Street, NW
Washington, DC 20009**

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Solicitation Number: *to be issued by Addendum*

Executive Summary

The Department of General Services (“DGS” or the “Department”) is issuing this request for proposals (“RFP”) for program management consulting services to assist the Department in managing two of the Department’s construction portfolios: (i) the District of Columbia Public Schools (“DCPS”) portfolio; and (ii) the Department of Parks and Recreation (“DPR”) portfolio. The Department’s desire is to award contracts for program management services for each of these portfolios to separate firms; the Department does not intend to award these portfolios to the same firm but reserves the right to do so should circumstances warrant. Offerors are permitted to quote on both portfolios; however, in light of the Department’s desire to award to multiple teams, proposals should be structured in such a way so that they can be evaluated independently for each portfolio, and portfolio pricing (and the related staffing) should not assume the award of both portfolios.

The Department anticipates that the selected Program Managers will assist the Department in managing the assigned portfolio from November 1, 2013 to September 30, 2016. The contract will be structured as a base year ending on September 30, 2014 with two (2) one-year renewal options – the last of which will expire on September 30, 2016. Absent significant changes in the Department’s portfolio or performance issues with the selected Program Managers, the Department expects that it would exercise both options in due course.

The DCPS Portfolio

The Department is charged with implementing the District’s 2013 Master Facilities Plan (the “MFP”) for the District of Columbia Public Schools. The MFP provides the framework for the District of Columbia Public Schools’ Capital Improvement Plan (“CIP”), which outlines DCPS’ capital budget and construction program for the following six (6) years. The Deputy Mayor for Education works closely with DCPS and DGS to develop the CIP which is incorporated into the Mayor's District-wide capital budget and then submitted to Council in the spring.

The 2013 MFP generally contemplates three (3) types of projects: (i) phased modernization of the various DCPS facilities, with all of the DCPS facilities receiving a modernization of the core academic space within the next 3 to 7 years (“Phased Modernization Projects”); (ii) new construction or substantial renovations of existing structures (“New Construction Projects”); and (iii) small scale capital projects designed to implement “quality of life” improvements intended to upgrade the look and feel of the school buildings, and to stabilize and maintain facilities (“Stabilization Projects”) until large scale renovations and modernization of those facilities are undertaken.

The Department seeks a program manager to assist in managing all three of these types of projects as well as other projects that may from time to time be assigned to or implemented by the Department. The Program Manager selected through this procurement will provide the necessary project managers and field presence to oversee this work. A copy of the current DCPS CIP is attached hereto as **Attachment A**, and in the aggregate, the Department expects to implement approximately \$1,092,766,000.00 in DCPS Projects over the next three (3) years. It

is estimated that the selected firm will be required to provide a staff of 25 to 30 full time equivalents to manage this portfolio.

The DPR Portfolio

The Department also assists DPR in implementing its capital construction projects. The DPR Portfolio consists largely of (i) substantial modernizations or new construction of recreation centers (“Recreation Center Projects”); and (ii) the construction or renovation of green parks and play areas (“Park Projects”). In general the Recreation Center Projects are on the order of \$15 to \$25 million while the Park Projects range from \$300,000 to \$3 million. In the aggregate, the Department expects to implement approximately \$107,456,000.00 in DPR Projects over the next three (3) years. The Program Manager selected through this procurement will provide the necessary project managers and field presence to oversee this work. It is estimated that the selected firm will be required to provide a staff of 6 to 8 full time equivalents to manage this portfolio.

A.1 DCPS Projects

A.1.1 Stabilization Projects

The Department is in the process of engaging contractors to undertake the Stabilization Projects. These contractors include “on-call” and indefinite delivery/indefinite quantity contractors to implement small capital projects as well as contractors to design and to construct HVAC projects, HVAC service technicians, and HVAC chemical treatment contractors. The Department anticipates that in addition to these contractors, other contractors may be engaged to implement Stabilization Projects, including window replacements, code compliance issues, roof replacements or repairs and other similar projects either through formal solicitations or other Department purchase procedures. The DCPS Program Manager engaged pursuant to this RFP will assist the Department in identifying work to be implemented, defining the necessary scope of services, overseeing and managing the Stabilization Projects as well as the contractors engaged to perform the work necessary to successfully complete the Stabilization Projects.

A.1.2 Phased Modernization Projects

In addition to overseeing Stabilization Projects, the DCPS Program Manager will assist the Department in overseeing the various Phased Modernization Projects to be implemented during the course of this engagement. The 2013 CIP contemplates that 11 schools will undergo Phase 1 modernizations, as described in the MFP, consisting largely of the classroom components of these schools, in fiscal year 2014. In addition, 4 other schools will begin the process of phased modernizations. The Department expects to engage architects/engineers to prepare the necessary design documents for these projects and to implement the requisite construction during the summer of 2014. These projects are on the order of \$5 to \$15 million each. In addition, the Department has ongoing the following projects which include Phased Modernization Projects which go beyond the typical Phase 1 modernizations:

- Mann Elementary School
- Hearst Elementary School
- Powell Elementary School
- Shepherd Elementary School
- Hyde-Addison Elementary School Complex
- Stuart Hobson Middle School

A.1.3 New Construction Projects

The Department currently has the following New Construction Projects in the design phase or in construction:

- Ballou Senior High School
- Brookland Middle School
- Duke Ellington School of the Arts
- Reno Rose School
- River Terrace Special Education Center
- Roosevelt Senior High School
- Dunbar Senior High School (Phase II)

In addition to the projects noted above, the 2013 CIP also contemplates that 2 New Construction Projects will be undertaken during fiscal year 2014. In total, it is estimated that the Program Manager selected through this procurement for the DCPS portfolio will be required to manage approximately \$415,000,000 in construction over the next year.

A.2 DPR Projects

The DPR Portfolio consists largely of (i) substantial modernizations or new construction of recreation centers (“Recreation Center Projects”); and (ii) the construction or renovation of green parks and play areas (“Park Projects”). In general the Recreation Center Projects are on the order of \$15 to \$25 million while the Park Projects range from \$300,000 to \$3 million. In fiscal year 2014, it is anticipated that the Department will be implementing \$51,491,000.00 in Recreation Center Projects and 25 to 30 Park Projects.

In addition to the Projects described above, from time to time the Program Manager selected for each portfolio may be assigned additional projects to oversee.

A.3 Staffing

The Department desires that a core staff, as is more fully described in Part B (such staff, the “Core Staff”), be assigned to each portfolio on a full-time basis. The Core Staff will work at the offices of DGS’ Capital Construction Division at 1250 U Street, NW (“DGS’ Office”), or such other location and the Department may direct. Among other things, the Core Staff for each portfolio should include a Principal-in-Charge as well as senior managers. The Department desires that the Principal-in-Charge be a senior level individual who reports directly to the

Offeror's senior management. Given this requirement, the Department understands that the Principal-in-Charge will have other duties within the Offeror's organization and will make reasonable accommodation to this fact; **however, the Department will require that the Principal-in-Charge devote at least fifty percent (50%) of his or her time to this project.** Likewise, the Department is cognizant that as high level employees, the senior managers will have other duties in the Offeror's organization and thus will not devote 100% of their time to this engagement.

For the DCPS Portfolio, the Department also desires that the Core Staff include three (3) senior level managers, each with at least twelve (12) years of relevant experience, to lead the three major programmatic efforts (i.e. Phased Modernizations, New Construction and Stabilization). As with the Principal-in-Charge, the Department expects that these individuals will have other responsibilities within their organizations. The Department will require, however, that such managers devote at least 60% of their time to this engagement. Finally, the Department desires that the team include a senior level pre-construction team member that has extensive experience in estimating and scheduling. Other than the Principal-in-Charge, the three (3) senior managers and the pre-construction team leader, **the Core Staff shall be assigned to this engagement on a full time basis and shall be located at the DGS Office.** It is envisioned that the Core Staff will have day-to-day responsibility for overseeing and managing the Stabilization Projects, Phased Modernizations and New Construction Projects in the DCPS Portfolio. Specialists (such as accounting, scheduling, cost estimating and purchasing consultants) may be located off-site as well as those individuals performing a function that does not require a full-time level of effort.

With respect to the DPR Portfolio, the Department also desires that the Core Staff include two (2) senior level managers, each with at least twelve (12) years of relevant experience, to lead the two major programmatic efforts (i.e. Recreation Center Projects, and Parks Projects). As with the Principal-in-Charge, the Department expects that these individuals will have other responsibilities within their organizations. The Department will require, however, that such managers devote at least 50% of their time to this engagement. Finally, the Department desires that the team include a senior level pre-construction team member that has extensive experience in estimating and scheduling. Other than the Principal-in-Charge, the two (2) senior managers and the pre-construction team leader, **the Core Staff shall be assigned to this engagement on a full time basis and shall be located at the DGS Office.** It is envisioned that the Core Staff will have day-to-day responsibility for overseeing and managing the Recreation Center Projects, and Parks Projects in the DPR Portfolio. Specialists (such as accounting, scheduling, cost estimating and purchasing consultants) may be located off-site as well as those individuals performing a function that does not require a full-time level of effort.

The selected Program Managers will be subject to liquidated damages for the reassignment of the Principal-in-Charge, the three senior managers and the pre-construction team leader. Additional details regarding such liquidated damages will be provided in the Form of Contract.

A.3.1 DCPS Portfolio Core Staff

In addition to the Principal-in-Charge, the three (3) senior managers and the pre-construction team leader, the Core Staff for the DCPS portfolio shall include individuals who will be required on a full time basis to oversee the individual Stabilization Projects; individuals who will be required on a full time basis to oversee the individual Phased Modernization Projects; and individuals who will be required on a full time basis to oversee the individual New Construction Projects. Finally, the DCPS Program Manager will be required to provide an appropriate number of clerical and administrative support staff to support the Core Staff and maintain project files. Offerors should assume that the Core Staff will be required through September 30, 2014.

A.3.2 DPR Portfolio Core Staff

In addition to the Principal-in-Charge, the two (2) senior managers and the pre-construction team leader, the Core Staff for the DPR portfolio shall include individuals who will be required on a full time basis to oversee the individual Recreation Center Projects; and individuals who will be required on a full time basis to oversee the individual Park Projects. Finally, the Offeror will be required to provide an appropriate number of clerical and administrative support staff to support the Core Staff and maintain project files. Offerors should assume that the Core Staff will be required through September 30, 2014.

A.3 Compensation

As will be more fully described in the Form of Contract, Offerors should quote a fixed fee per month for the Core Staff for each portfolio on which the Offeror intends to bid. In addition, Offerors should provide fixed fees per month for Additional Staff by personnel classification (e.g. Program Manager, Senior Project Manager, Project Manager etc.) to supplement the Core Staff as needed and directed by the Department. The Department appreciates that Offerors may identify Additional Staff that may be available to dedicate a significant portion, but not all of their time to this engagement. Offerors shall provide with their cost proposal a narrative outlining the manner in which the Offeror proposes to address assignment of and costs associated with any part-time staff (including senior managers) as well as a mechanism for substantiating such costs. The Form of Contract will provide additional requirements with regard to personnel that are not assigned and physically located at DGS facilities on a full time basis.

Offerors should also quote a fixed monthly fee for the staff that will serve the CBE monitoring and utilization function (see Section B.3.5).

In addition, Offerors should provide an estimated budget for services that are likely to be required by non-Core Staff and non-Additional Staff and hourly rates for any such individuals that may be assigned to support the Core and Additional Staff. Offerors should submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead that includes the monthly fixed prices and hourly rates for each portfolio.

DGS shall provide office space, furniture, phone and data service for the Core Staff for each portfolio. The selected Program Managers shall be required to provide computers, including networks, and all other supplies. With the exception of those reimbursable expenses that are allowable under the Form of Contract (principally reproduction costs for drawings, etc.), the monthly fixed price and the hourly rates shall be the Offeror's sole source of compensation and should be sufficient to the Offeror's overhead, profit and all other costs incurred by the Offeror.

A.4 Form of Contract

The Form of Contract will be issued by addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

A.5 Economic Inclusion

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Contractor and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

A.6 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Proposal, Experience & References (20 points)
- Key Personnel (20 points)
- Program Management Plan (20 points)
- Cost (25 points)
- LSDBE Compliance/Utilization (15 points)

A.7 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - September 9, 2013
- Pre-proposal Conference - September 17, 2013 at 10:30 am
- Last Day for Questions/Clarifications - October 1, 2013
- Proposals Due - October 9, 2013
- Notice of Award - October 25, 2013
- Council Approval/NTP - November 15, 2013

A.8 Attachments

- Attachment A** - DCPS and DPR Capital Improvement Plans
- Attachment B** - Form of Offer Letter
- Attachment C** - Disclosure Statement
- Attachment D** - Tax Affidavit
- Attachment E** - In-House Program/Project Management Staff

Note: The 2013 DCPS Master Facilities Plan is at:

http://dc.gov/DC/DME/Media%20Releases/newsroom_archive/Press%20Releases/Final%202013%20DC%20Public%20Education%20Plan.pdf

SECTION B GOALS & OBJECTIVES; SCOPE OF WORK

B.1 Goals & Objectives

The selected Program Managers will be required to achieve the following goals and objectives as well as the other requirements specified in the Form of Contract:

- **On-Time Completion:** Given the nature of the projects that the Department expects to undertake over the next few years, the Department anticipates that many will require aggressive completion schedules. The selected Program Managers are expected to assist the Department in meeting or exceeding these goals.
- **Budget Control:** The selected Program Managers shall assist the Department in managing its budget and ensuring that projects are delivered in cost effective manner that is consistent with the approved budget for each such project.
- **Financial Controls:** The Program Manager will be required to develop and implement a plan for financial controls that will allow the Department to track financial exposures as they arise and whether funds have been committed to cover the exposures. In addition, the Program Manager will be required to maintain financial logs, tracking by project, of expenditures, funds committed, funds approved, other potential exposures, and other such information as may be required by the Department. Such financial logs shall track with those logs maintained by the District of Columbia Office of the Chief Financial Officer.
- **Transparent and Complete Project Documentation:** Given the Department's procurement and reporting requirements and transparency goals and the Program Manager's active role in managing the program on the Department's behalf, the Program Manager's actions and recommendations regarding the projects and programs must be the part of the official project records. The Program Manager will be required to keep and maintain complete written records of actions and recommendations for transparency and auditability purposes. Such records shall include, but not be limited to: (a) weekly project meeting minutes; (b) change order recommendation memoranda; (c) small purchase proposal review, recommendation and approval memoranda; (d) monthly reports; and (e) payment application review and approval memorandum.
- **Document Management:** The Program Manager will be required to develop and implement a plan for managing project related documents including contracts and change orders, drawings, specifications and other design documents, O&M manuals, and documentation and correspondence related to project administration (correspondence related to schedule, scope, and other claims/disputes).
- **In-House Staff:** The Department employs in-house and out-sourced staff to provide procurement and financial management, and the selected Program Manager will be required to coordinate with these personnel. DGS also maintains a small staff of in-house project managers who will assist in managing the portfolio administered by the Program

Manager selected through this procurement. A list of these individuals and their functions is attached as **Attachment E**. The selected Program Manager will be required to structure its own staff and operations to such that these individuals are incorporated into operational model used by the Program Manager so as to make efficient use of DGS' in-house resource, as not duplicate efforts. The Program Manager will not be required to manage these individuals from an administrative employment standpoint (e.g. time cards, leave, evaluations), but will be required to coordinate the activities of these individuals with its own.

- **Economic Inclusion:** The Department desires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") and local residents participate in the economic benefits of this project. **Section C** of this RFP contains specific requirements in this regard. The Program Manager will be required to meet or exceed these goals.

B.2 Field Staff & Day-to-Day Operations

The Program Managers engaged pursuant to this RFP will assist the Department in overseeing and managing the projects included in the applicable portfolio or otherwise assigned to the Program Manager. The selected Program Managers will be required to: (i) proactively manage day-to-day oversight of the planning, design and construction of projects on behalf of the Department so as to identify and resolve issues that could adversely impact the achievement of the Department's goals and objectives for the individual projects; (ii) advise the Department on the scope, schedule, budget, and quality of the work performed by contractors engaged to perform the work; and (iii) be a liaison between the Department and the any contractors engaged to complete a project. It is envisioned that the Program Manager will be required to undertake the following tasks:

B.2.1 The Program Manager will be required to hold a weekly progress meeting for each individual project. The weekly meeting should be attended by the contractors performing the work. The Program Manager will chair the meeting and will be responsible for preparing meeting minutes and action item agendas based on the meeting.

B.2.2 The Program Manager will be required to provide the Department with a monthly status report on each individual project. The monthly report should be in an agreed upon written format and include a discussion of (i) the project schedule; (ii) the project budget; and (iii) the Department's economic inclusion goals. The monthly report should also include an executive summary that identifies the key issues and actions that must be taken in the next sixty (60) days.

B.2.3 The Program Manager will be required to maintain a complete set of project files, including weekly project meeting minutes; contracts and change orders (including the Program Manager's written recommendations memoranda regarding same); small purchase proposal review, recommendation and approval memoranda; and payment applications and related approval memoranda, drawings and other design documents, O&M manuals, documentation and correspondence related to project administration (correspondence related to schedule, scope, and

other claims/disputes). All such information shall be maintained in the Department's project management database, Prolog.

B.2.4 The Program Manager will be required to assist the Department in managing the individual projects and its contractual relationship with the various contractors working on the project. Among other things, the Program Manager will review incoming correspondence and prepare draft responses to such correspondence. The Program Manager will also be required to assist in drafting reports and recommendations that may be required by the Department or other stakeholders.

B.2.5 The Program Manager will be required to review change requests and proposals, make recommendations regarding change requests and other proposals, and assist the Department in responding to such requests. This will include negotiating changes with the affected contractors and preparing the necessary documents.

B.2.6 The Program Manager will be required to coordinate the work of contractors that are directly engaged by the Department. **The Program Manager will be subject to liquidated damages for authorizing work by any contractor without the approval of an authorized contracting officer.**

B.2.7 The Program Manager will be required to assist the Department in obtaining construction and other required permits from the Department of Consumer and Regulatory Affairs.

B.2.8 The Program Manager will be required to maintain, on a current basis, the project budget, which shall be made available in Prolog. The project budget should be updated as necessary to reflect the project's actual financial condition. An updated project budget should be included within each monthly report to the Department.

B.2.9 The Program Manager will be required to maintain, on a current basis, the project schedule in Primavera P6 or equivalent scheduling software. The project schedule should be updated as necessary to reflect the project's actual status. An updated project schedule should be included within each monthly report to the Department.

B.2.10 The Program Manager will be required to review monthly payment applications submitted by contractors. The Program Manager shall review these applications for accuracy and completeness and shall make recommendations as to payment.

B.2.11 The Program Manager will be required to collect and review project close-out information for each individual project.

B.3 Compliance and Reporting Requirements

In addition to performing the functions associated with the direct oversight and management of Department Projects, the Program Manager will be required to assist the Department in the preparation of reports, plans, recommendations and other documents which the Department may

be required to prepare and submit. Such documents shall include, but are not limited to (1) quarterly required capital expenditures (per DC Code Section 38-2973.02); (2) annual reports to governmental bodies (per DC Code Section 38-454); (3) recommendations regarding revisions to the Master Facilities Plan and the Capital Improvement Plans; (4) monthly reports regarding CBE utilization; and (5) other such documents as the Department may from time to time be required or requested to prepare.

B.3.1 Requisitions. The Office of the Chief Financial Officer (the “OCFO”) is responsible for maintaining the Department’s financial records and for maintaining appropriate financial controls for the District of Columbia. As part of this process, requisitions must be loaded into the District’s financial management system known as SOAR as and when contractual or financial exposures are detected. The Program Manager will be required to prepare and submit the necessary documentation for such requisition. **The contract will require the Program Manager to submit such requisitions within three (3) business days of its receipt of such actions** as contractual obligations cannot be made without certification from OCFO that sufficient funding is available and has been set aside for the obligation.

B.3.2 Weekly Exposure/Contract Reports. The Program Manager will be required to prepare and submit weekly reports of potential exposures and necessary contract actions. These reports need not be formal written reports and should be task based. They will be used by the Department’s financial and procurement teams to track the necessary actions and to ascertain potential financial exposures. The failure to submit these reports will be subject to liquidated damage provisions as more fully set forth in the Form of Contract.

B.3.3 Coordination with the OCFO. The Program Manager will be required to work closely with the OCFO and ensure that reports prepared and maintained by the Program Manager track with and are consistent with the OCFO’s financial records.

B.3.4 Capital Improvements Plans and Master Facilities Plan. The Department’s budget is based upon Capital Improvement Plans, and for the DCPS portfolio also a Master Facilities Plan. The CIP documents need to be updated yearly and the MFP updated periodically. Beginning in fiscal year 2011, the District created an Office of Public Education Facilities Planning. This planning office will be responsible for developing and implementing the MFP on a going forward basis. The Department anticipates that it will be required to provide factual information and policy recommendations to the planning officer. The Program Manager selected through this procurement will assist DGS in this effort. It is anticipated, however, that the bulk of the planning effort will be undertaken through the planning office directly and outside the contract awarded as a result of this procurement. It is anticipated, however, that a significant level of effort will be required by the Program Manager to assist in this endeavor and to track and manage the necessary information on an operational level.

B.3.5 CBE Utilization Monitoring & Compliance. The Department has established high CBE utilization goals, and the Department desires that the Program Manager supplement its field staff with a team of individuals familiar with the CBE program to encourage and to monitor compliance. The Department’s desire is to have this function served by a single entity for both

the DCPS and DPR portfolios. This component of the Program Manager's team will be required to facilitate the Department's conducting of CBE outreach events and to track dollars contracted and subcontracted to CBE enterprises. Monthly reports shall be provided with breakdown by project, portfolio and aggregate dollars and percentages.

B.4 Key Personnel

In its proposal, each Offeror will be required to identify its key personnel.

With respect to the DCPS Portfolio, key personnel shall include, at a minimum: (a) the Principal-in-Charge; (b) the senior level managers who will manage each of the three (3) programs within the portfolio; (c) the pre-construction team leader; and (d) the Senior Project Managers who will be assigned to the New Construction Projects. With regard to item (d), the Department expects that a senior member (e.g. with at least seven (7) years of relevant experience) of the Program Management team shall be assigned to oversee each project.

With respect to the DPR Portfolio, key personnel shall include, at a minimum: (w) the Principal-in-Charge; (x) the senior level managers who will manage each of the two (2) programs within the portfolio; (y) the pre-construction team leader; and (z) the Senior Project Managers who will be assigned to the Recreation Center Projects. With regard to item (z), the Department expects that a senior member (e.g. with at least seven (7) years of relevant experience) of the Program Management team shall be assigned to oversee each project.

Key Personnel shall serve in their specified roles unless the Department approves a replacement. **The Program Manager shall not replace any member of the Key Personnel unless the Department approves of the proposed replacement in writing, and the Program Manager shall be subject to assessment of liquidated damages for the replacement of key personnel without the Department's approval.** The Department's right to approve any such replacement shall rest in the Department's sole and absolute discretion (and the Department shall have the right to require that the individual in question not be replaced unless the individual is no longer in the employ of the Program Manager (i.e. due to death, separation or retirement)). Finally, the Offeror will be required to provide an appropriate number of clerical and administrative support staff to support the Core Staff and maintain project files. Offerors should assume that the Core Staff will be required through September 30, 2014.

B.5 Licensing, Accreditation and Registration

The Program Manager and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

B.6 Conformance with Laws

It shall be the responsibility of the Program Manager to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies, including but not limited to the Service Contract Act.

B.7 Time is of the Essence

Time is of the essence with respect to the contract. As such, the Program Manager must dedicate such personnel and other resources as are necessary to ensure that the project is completed on-time and in a diligent, skilled, and professional manner.

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. At least, 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Department of Small and Local Business Development and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 3 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a Contractor for this Project, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Construction Team with the highest evaluated score.

D.4.1 Experience & References (20 points)

The Commission desires to engage a Program Manager with the experience necessary to realize the objectives set forth in this RFP. Offerors will be evaluated based on their demonstrated experience in: (i) managing capital construction and renovation projects; (ii) knowledge of and experience with school facilities/parks and recreation facilities; (iii) knowledge of and experience with the District of Columbia regulatory environment; and (iv) management of construction projects as an owner's representative, program manager or similar role. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty (20) points.

D.4.2 Key Personnel (20 points)

The Department desires that senior personnel be assigned to this project who have experience in completing large capital projects on-time and on-budget. Given that many of the projects will be constructed on a design/build basis, the Program Manager will need to include within its team individuals who can manage the programming of both the design and construction process and ensure that it is completed in a timely manner. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. This element of the evaluation will be worth up to twenty (20) points.

D.4.3 Program Management Plan (20 points)

Offerors are required to submit a Program Management Plan. The Program Management Plan should clearly explain how the Program Manager intends to manage the applicable portfolio both on a macro level and at an individual project level. The Program Management Plan should address how the Program Manager intends to manage coordination with the Department and the contractors engaged to contract Department Projects. To this end, the Management Plan shall (x)

identify the key personnel and their specific roles in managing the project; (y) identify how each of the five goals set forth in Section B.1 of this RFP will be achieved; and (z) describe the key challenges inherent in this engagement and explain how they will be overcome or mitigated. The Management Plan should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided.

In addition, the Program Manager shall include templates and completed samples of the following that it shall use throughout this engagement and explain how these will be utilized by the Program Manager in managing the portfolio and project: (a) weekly project meeting minutes; (b) change order recommendation memorandum; (c) small purchase proposal review, recommendation and approval memoranda; (d) monthly reports; and (e) payment application review and approval memo. The Program Manager shall also discuss how these documents have been used by the Program Manager in the past. In addition, the Management Plan shall outline what documents and files the Program Manager will maintain in managing the Department's projects.

The Department will also consider the experience that the Program Manager and its team members have working together on similar projects. This element of the evaluation is worth up to twenty (20) points.

D.4.4 Cost (25 points)

Offerors will be required to quote a fixed fee per month for the Core Staff as well as fixed monthly fees for individual Additional Staff members. In addition, each Offeror must provide a schedule for its Core Staff which shows the level of effort (the number of individuals, their personnel classification) that the Offeror believes will be necessary. This resource schedule will be evaluated for cost reasonableness and to determine whether the Offeror fully understands the project and has allocated appropriate resources for this project. In addition, the Offeror shall quote a fixed monthly fee for the CBE utilization and monitoring function. Offerors should also provide an estimated budget for services that are likely to be required by non-Core Staff and non-Additional Staff and hourly rates for any such individuals that may be assigned to support the Core and Additional Staff. This element of the evaluation is worth up to twenty five (25) points.

D.4.5 LSDBE Compliance/Utilization (15 points)

The Department desires the selected Program Manager to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to fifteen (15) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in an original and six (6) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for FY14 Program Management Services."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: JW Lanum
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm EDT, on October 9, 2013. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

E.4.3 Executive Summary

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the principal construction firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next six months
 - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
 - i. Identification of the single point of contact for the Offeror.
 - ii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

E.4.5 Relevant Experience and Capabilities

- A. List all projects that the Offeror has worked on in the last 5 years that are similar to this project. For purposes of this paragraph, similar shall mean an engagement involvement management of construction projects as an owner's representative, program manager or similar role where the cost of the work exceeded \$50 million. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on-budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
 - i. Project name and location
 - ii. Name, address, contact person and telephone number for owner reference
 - iii. Brief project description
 - iv. Identification of personnel involved in the selected project who are proposed to work on this project

E.4.6 Project Management Plan

Each Offeror should submit a Program Management Plan that addresses the issues set forth in Section D.4.3 of this RFP.

E.4.7 Cost Information

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

E.4.8 Local Business Utilization Plan

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

E.4.9 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Thomas D. Bridenbaugh
Leftwich & Ludaway, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

F.2 Preproposal Conference

A preproposal conference will be held on September 17, 2013 at 10:30 a.m. The conference will be held at the Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on October 1, 2013. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be

filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more

favorable to the Department may be considered at any time it is received and may be accepted.

- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

F.12 Non-Responsive Pricing

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Three Million Dollars (\$3,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Three Million Dollars (\$3,000,000) from the aggregate of all occurrences within each policy year.

G.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Offeror, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.2 Additional Insureds

Each insurance policy shall be issued in the name of the Contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best’s rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

Attachment A

DCPS and DPR Capital Improvement Plans

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
CRF ROOF REFURBISHMENT AT DOC FACILITIES									
01	ROOF REFURBISHMENT AT DOC FACILITIES	AM0	2,500	0	0	0	0	0	2,500
Total	FL0 DEPARTMENT OF CORRECTIONS		11,200	2,000	1,250	0	0	0	14,450
GA0 DISTRICT OF COLUMBIA PUBLIC SCHOOLS									
BRK BROOKLAND MS MODERNIZATION									
37	BROOKLAND MS MODERNIZATION	AM0	37,651	0	0	0	0	0	37,651
CHA CHALLENGER CENTER FOR SPACE SCIENCE EDUCATION									
37	CHALLENGER CENTER FOR SPACE ED	AM0	500	0	0	0	0	0	500
G10 GENERAL IMPROVEMENTS									
10	SPECIAL EDUCATION CLASSROOMS	AM0	0	1,009	1,001	998	8,541	3,421	14,970
G15 GENERAL IMPROVEMENTS									
52	ROSE/RENO SCHOOL SMALL CAP PROJECT	AM0	8,655	0	0	0	0	0	8,655
GM1 STABILIZATION INITIATIVE									
01	ROOF REPAIRS - DCPS	AM0	963	963	963	0	0	0	2,889
02	BOILER REPAIRS - DCPS	AM0	7,000	4,814	4,814	0	0	0	16,628
20	GENERAL MISCELLANEOUS REPAIRS - DCPS	AM0	2,500	2,500	2,500	0	0	0	7,500
21	MAJOR REPAIRS/MAINTENANCE - DCPS	AM0	4,000	3,500	3,000	0	0	0	10,500
GM3 STABILIZATION INITIATIVES									
03	ADA COMPLIANCE - DCPS	AM0	1,217	2,181	2,181	939	1,001	1,000	8,519
04	LIFE SAFETY - DCPS	AM0	850	1,500	850	0	0	0	3,200
08	PROJECT MANAGEMENT/PROF. FEES - DCPS	AM0	570	933	1,155	633	340	245	3,876
11	HIGH SCHOOL LABOR - PROGRAM MANAGEMENT	AM0	6,592	7,429	3,248	2,150	3,438	0	22,857
12	ES/MS MODERNIZATION CAPITAL LABOR - PROG	AM0	5,784	5,569	9,450	9,450	9,450	13,715	53,418
13	STABILIZATION CAPITAL LABOR - PROGRAM MG	AM0	965	655	701	209	560	774	3,864
14	SELECTIVE ADDITIONS/NEW CONSTRUCTION LAB	AM0	290	1,282	0	0	0	0	1,572
JOH JOHNSON MS RENOVATION/MODERNIZATION									
37	JOHNSON MS RENOVATION/MODERNIZATION	AM0	11,000	0	0	0	0	17,338	28,338
LL3 LANGLEY ES MODERNIZATION/RENOVATION									
37	LANGLEY ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	8,410	11,439	19,849
MH1 DUNBAR SHS MODERNIZATION									
37	DUNBAR SHS MODERNIZATION	AM0	8,611	0	0	0	0	0	8,611

Details may not sum to totals due to rounding.

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
MJ1 JANNEY ES MODERNIZATION/RENOVATION PROJECT									
38	JANNEY ES MODERNIZATION	AM0	4,850	0	0	0	0	0	4,850
MR3 MAURY ES MODERNIZATION/RENOVATION									
37	MAURY ES MODERNIZATION/RENOVATION	AM0	0	0	5,844	11,330	0	0	17,174
N80 DCPS TECHNOLOGY INFRASTRUCTURE UPGRADE									
05	DCPS IT INFRASTRUCTURE UPGRADE	TO0	4,500	4,500	0	0	0	0	9,000
NA6 FROM SOAR									
37	BALLOU SHS	AM0	85,153	1,729	0	0	0	0	86,882
NG3 FROM SOAR									
37	HART MS MODERNIZATION	AM0	0	0	12,340	0	0	0	12,340
NP5 THOMAS ELEMENTARY									
37	THOMAS ELEMENTARY	AM0	0	0	0	0	6,836	9,102	15,938
NR9 ROOSEVELT HIGH									
39	ROOSEVELT HS MODERNIZATION	AM0	37,686	61,074	1,750	0	0	0	100,510
NX8 FROM SOAR									
37	COOLIDGE HS MODERNIZATION/RENOVATION	AM0	0	3,000	40,896	58,893	0	0	102,789
PB3 BURRVILLE ES MODERNIZATION/RENOVATION									
37	BURRVILLE ES MODERNIZATION/RENOVATION	AM0	0	0	0	6,972	0	9,871	16,843
PE3 DREW ES MODERNIZATION/RENOVATION									
37	DREW ES MODERNIZATION/RENOVATION	AM0	0	0	0	5,873	0	7,564	13,437
PK3 MARTIN LUTHER KING ES MODERNIZATION/RENOVATION									
37	MARTIN LUTHER KING ES MODERNIZATION	AM0	1,500	500	0	4,871	0	6,805	13,676
PL3 TRUESDELL ES MODERNIZATION/RENOVATION									
37	TRUESDELL ES MODERNIZATION/RENOVATION	AM0	0	0	536	5,820	0	7,231	13,587
PT3 TYLER ES MODERNIZATION									
37	TYLER ES MODERNIZATION	AM0	0	0	0	5,348	0	7,231	12,579
PW3 JO WILSON ES MODERNIZATION/RENOVATION									
37	JO WILSON ES MODERNIZATION/RENOVATION	AM0	0	0	0	8,022	0	10,276	18,298
SE3 SEATON ES MODERNIZATION/RENOVATION									
37	SEATON ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	7,524	6,754	14,278
SG1 GENERAL IMPROVEMENTS									
06	WINDOW REPLACEMENT - DCPS	AM0	3,039	613	853	2,650	1,000	15,000	23,155

Details may not sum to totals due to rounding.

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
T22 DCPS GENERAL IT									
47	DCPS DCSTARS HW UPGRADE	TO0	0	2,538	0	0	0	0	2,538
TA1 TUBMAN ES MODERNIZATION/RENOVATION									
37	TUBMAN ES MODERNIZATION	AM0	0	0	6,354	0	0	6,920	13,274
TB1 BRENT ES MODERNIZATION/RENOVATION									
37	BRENT ES MODERNIZATION	AM0	0	0	3,658	0	0	4,935	8,593
TB2 BURROUGHS ES MODERNIZATION/RENOVATION									
37	BURROUGHS ES MODERNIZATION/RENOVATION	AM0	0	0	6,643	0	0	6,639	13,282
WT3 WHITTIER EC MODERNIZATION/RENOVATION									
37	WHITTIER EC MODERNIZATION/RENOVATION	AM0	0	0	0	5,157	0	6,920	12,077
YY1 MODERNIZATIONS/RENOVATIONS									
01	BANNEKER HS MODERNIZATION/RENOVATION	AM0	0	0	2,157	20,976	39,892	0	63,025
02	SPINGARN CAREER AND TECHNICAL EDUCATION	AM0	3,000	23,000	0	0	0	0	26,000
03	FRANCIS/STEVENS ES MODERNIZATION/RENOVAT	AM0	0	12,997	0	0	0	7,866	20,863
05	ANNE M. GODING ES	AM0	0	8,074	0	0	0	4,553	12,627
06	WASHINGTON-METRO MODERNIZATION/RENOVATIO	AM0	0	0	6,892	0	0	4,025	10,917
07	LOGAN ES MODERNIZATION/RENOVATION	AM0	0	0	6,499	0	0	4,066	10,565
08	BROWNE EC MODERNIZATION	AM0	0	0	14,441	0	0	17,517	31,958
20	SHAW MS MODERNIZATION	AM0	4,410	20,867	28,311	0	0	0	53,588
40	AMIDON ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	7,343	0	7,343
41	BROOKLAND ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	5,861	0	5,861
42	BRUCE MONROE @ PARKVIEW ES MODERNIZATION	AM0	0	0	0	0	6,581	0	6,581
44	HOUSTON ES RENOVATION/MODERNIZATION	AM0	9,360	0	0	0	6,508	0	15,868
45	KETCHAM ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	6,851	0	6,851
46	LASALLE ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	5,170	0	5,170
47	LECKIE ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	5,956	0	5,956
50	NALLE ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	9,072	0	9,072
51	PEABODY ES RENOVATION/MODERNIZATION	AM0	0	0	0	0	3,033	0	3,033
52	POWELL ES RENOVATION/MODERNIZATION	AM0	0	6,753	0	0	0	0	6,753
53	ROSS ES RENOVATION	AM0	0	0	0	0	2,736	0	2,736
56	SIMON ES RENOVATION	AM0	0	0	0	0	10,281	0	10,281
57	STUART HOBSON MS RENOVATION	AM0	17,433	0	0	0	0	0	17,433

Details may not sum to totals due to rounding.

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
59	ELLINGTON MODERNIZATION/RENOVATION	AM0	19,731	57,797	0	0	0	0	77,528
60	ADAMS ES MODERNIZATION/RENOVATION	AM0	0	7,877	0	0	0	5,006	12,883
61	BEERS ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	6,196	0	6,196
62	HEARST ES MODERNIZATION/RENOVATION	AM0	13,535	0	0	0	0	0	13,535
63	HENDLEY ES MODERNIZATION/RENOVATION	AM0	0	0	0	0	6,463	0	6,463
64	HYDE ES MODERNIZATION/RENOVATION	AM0	8,538	0	0	0	0	0	8,538
65	JEFFERSON MS MODERNIZATION /RENOVATION	AM0	0	7,124	8,950	0	0	10,355	26,429
67	LANGDON ES MODERNIZATION/RENOVATION	AM0	13,588	0	0	0	0	8,472	22,060
68	LUDLOW-TAYLOR ES MODERNIZATION/RENOVATIO	AM0	0	0	0	0	6,333	0	6,333
69	MANN ES MODERNIZATION/RENOVATION	AM0	22,020	0	0	0	0	0	22,020
70	ORR ES MODERNIZATION/RENOVATION	AM0	14,807	0	0	0	0	5,809	20,616
71	SHEPHERD ES MODERNIZATION/RENOVATION	AM0	6,678	0	0	0	7,828	0	14,506
73	WEST ES MODERNIZATION/RENOVATION	AM0	6,799	12,557	0	0	0	5,524	24,880
76	AITON ES RENOVATION/MODERNIZATION	AM0	3,500	7,680	0	0	5,919	0	17,099
77	BANCROFT ES MODERNIZATION/RENOVATION	AM0	5,296	5,536	0	0	0	7,450	18,282
78	CW HARRIS ES RENOVATION/MODERNIZATION	AM0	0	0	7,680	0	0	5,546	13,226
80	EATON ES RENOVATION/MODERNIZATON	AM0	0	0	6,499	0	0	4,207	10,706
81	ELIOT-HINE JHS RENOVATION/MODERNIZATION	AM0	0	0	10,123	12,606	0	0	22,729
82	GARFIELD ES RENOVATION/MODERNIZATION	AM0	8,074	0	0	0	5,629	0	13,703
83	GARRISON ES RENOVATION/MODERNIZATION	AM0	8,074	0	0	0	0	6,087	14,161
85	KIMBALL ES MODERNIZATION/RENOVATION	AM0	0	11,225	0	0	0	6,725	17,950
86	KRAMER MS MODERNIZATION/RENOVATION	AM0	10,205	12,610	0	0	0	14,630	37,445
87	LAFAYETTE ES MODERNIZATION/RENOVATION	AM0	2,100	17,364	27,088	0	0	0	46,552
90	MURCH ES RENOVATION/MODERNIZATION	AM0	0	3,062	17,351	12,168	0	0	32,581
91	PAYNE ES RENOVATION/MODERNIZATION	AM0	6,302	0	0	0	6,228	0	12,530
92	PLUMMER ES RENOVATION/MODERNIZATION	AM0	9,453	0	0	0	6,130	0	15,583
93	RAYMOND ES MODERNIZATION/RENOVATION	AM0	0	0	9,846	0	0	6,726	16,572
95	SMOTHERS ES MODERNIZATION/RENOVATION	AM0	0	0	5,809	0	0	3,889	9,698
96	STANTON ES MODERNIZATION/RENOVATION	AM0	11,422	0	0	0	8,586	0	20,008
97	WATKINS ES MODERNIZATION/RENOVATIONS	AM0	1,000	8,953	0	0	0	7,044	16,997
EL	EARLY LEARNING CTR	AM0	1,800	0	0	0	0	0	1,800
MR	MARIE REED ES MODERNIZATION/RENOVATION	AM0	0	16,951	20,604	0	0	0	37,555

Details may not sum to totals due to rounding.

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
MX	MALCOLM X MODERNIZATION	AM0	6,000	0	0	0	10,587	0	16,587
RT	RIVER TERRACE SPECIAL EDUCATION CENTER	AM0	8,182	0	0	0	0	0	8,182
VN	VAN NESS MODERNIZATION/RENOVATION	AM0	0	9,880	0	0	0	0	9,880
Total GA0	DISTRICT OF COLUMBIA PUBLIC SCHOOLS		455,183	356,596	280,987	175,065	226,283	288,677	1,782,791
GD0	OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION								
SIS STUDENT INFORMATION SYSTEM									
01	SINGLE STATE-WIDE STUDENT INFORMATION SY	GD0	2,000	4,000	0	0	0	0	6,000
Total GD0	OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION		2,000	4,000	0	0	0	0	6,000
GF0	UNIVERSITY OF THE DISTRICT OF COLUMBIA								
UG7 COMPLETE RENOVATION & MODERNIZATION									
06	RENOVATION OF UNIVERSITY FACILITIES	GF0	17,493	9,941	21,339	4,840	7,310	9,310	70,234
Total GF0	UNIVERSITY OF THE DISTRICT OF COLUMBIA		17,493	9,941	21,339	4,840	7,310	9,310	70,234
GO0	SPECIAL EDUCATION TRANSPORTATION								
BU0 SPECIAL ED. VEHICLE REPLACEMENT									
B0	VEHICLE REPLACEMENT	GO0	6,021	3,023	5,988	0	0	0	15,032
B2	SPECIAL ED. VEHICLE REPLACEMENT	ELC	0	3,200	400	0	0	0	3,600
Total GO0	SPECIAL EDUCATION TRANSPORTATION		6,021	6,223	6,388	0	0	0	18,632
GW0	DEPUTY MAYOR FOR EDUCATION								
CES LANGUAGE IMMERSION MS/HS FACILITY GRANT									
LI	LANGUAGE IMMERSION MS/HS FACILITY GRANT	GW0	6,000	0	0	0	0	0	6,000
Total GW0	DEPUTY MAYOR FOR EDUCATION		6,000	0	0	0	0	0	6,000
HA0	DEPARTMENT OF PARKS AND RECREATION								
Q10 FORT GREBLE RECREATION CENTER									
FG	FORT GREBLE RECREATION CENTER	AM0	0	1,000	0	0	0	0	1,000
Q11 HILLCREST RECREATION CENETR									
HR	HILLCREST RECREATION CENTER	AM0	0	500	0	0	0	0	500
QD7 BOWLING ALLEY AND SKATING RINK									
38	FORT DUPONT ICE ARENA REPLACEMENT	AM0	0	1,500	1,000	8,000	9,500	375	20,375
QES GENERAL IMPROVEMENTS - ADA COMPLIANT INITIATIVE									
11	ADA COMPLIANCE	AM0	1,500	1,500	0	0	0	0	3,000
QI2 MARVIN GAYE RECREATION CENTER									
37	MARVIN GAYE RECREATION CENTER	AM0	0	4,500	7,500	0	0	0	12,000

Details may not sum to totals due to rounding.

Appendix B - FY 2014- FY 2019 Planned Expenditures From New Allotments

(dollars in thousands)

Sub-project	Title	Impl Agy	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	6-yr Total
QJ8 FRIENDSHIP PARK									
01	FRIENDSHIP PARK	AM0	500	0	0	0	0	0	500
QM8 COMMUNITY RECREATION CENTERS									
02	NOMA PARKS & REC CENTERS	AM0	10,000	7,500	7,500	5,000	5,000	15,000	50,000
DC	DOUGLAS COMMUNITY CENTER	AM0	500	500	0	0	0	0	1,000
FT	FORT STEVENS RECREATION CENTER	AM0	0	1,000	0	0	0	0	1,000
PR	PALISADES RECREATION CENTER	AM0	1,500	4,000	4,000	0	0	0	9,500
QN7 ATHLETIC FIELD IMPROVEMENTS									
02	ATHLETIC FIELD AND PARK IMPROVEMENTS	AM0	2,000	2,000	0	0	0	0	4,000
50	PARK IMPROVEMENTS	AM0	2,200	0	0	0	0	0	2,200
51	FRANKLIN SQUARE PARK	AM0	500	0	0	0	0	0	500
MM	METRO MEMORIAL PARK	AM0	1,621	0	0	0	0	0	1,621
SP	STEAD PARK	AM0	1,600	0	0	0	0	0	1,600
SW	SHERWOOD PLAYGROUND	AM0	500	0	0	0	0	0	500
QS5 BARRY FARM RECREATION CENTER									
41	BARRY FARM RECREATION CENTER	AM0	6,385	0	0	0	0	0	6,385
RE0 FACILITY EXPANSION									
17	PARKVIEW RECREATION CENTER & SMALL HOUSE	AM0	400	0	0	0	0	0	400
RG0 GENERAL IMPROVEMENTS									
01	GENERAL IMPROVEMENTS - DPR	AM0	5,885	2,665	300	300	300	300	9,750
06	SWIMMING POOL REPLACEMENT	AM0	3,000	3,000	0	3,000	0	3,000	12,000
WH	WASHINGTON HIGHLANDS POOL	AM0	900	0	0	0	0	0	900
SET SOUTHEAST TENNIS AND LEARNING CENTER									
38	SOUTHEAST TENNIS AND LEARNING CENTER	AM0	12,000	6,000	0	0	0	0	18,000
URA URBAN AGRICULTURE									
37	URBAN AGRICULTURE	AM0	500	0	0	0	0	0	500
Total HA0 DEPARTMENT OF PARKS AND RECREATION			51,491	35,665	20,300	16,300	14,800	18,675	157,232
HT0 DEPARTMENT OF HEALTH CARE FINANCE									
MPM MEDICAID PYMT MANAGEMENT SYSTEM									
03	MMIS UPGRADED SYSTEM	HT0	2,000	2,000	2,000	0	0	0	6,000
05	MEDICAID DATA WAREHOUSE- GO BOND	HT0	400	400	0	0	0	0	800

Details may not sum to totals due to rounding.

Attachment B

Form of Offer Letter

Attachment B

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Att'n: Mr. Brian J. Hanlon
Director

Reference: Request for Proposals
FY14 Program Management Services

Dear Mr. Hanlon:

On behalf of [insert name of bidder] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide program management services for the Department. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, the Core Staff Monthly Fee (as defined in paragraph A), the Monthly Rates for Additional Staff (as defined in paragraph B), the CBE Monitoring Monthly Fee (as defined in paragraph C), and the Estimated Budget for Non-Core and Non-Additional Staff (including hourly rates) (as defined in paragraph D) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the lump sum Core Staff Monthly Fee, the lump sum Additional Staff Monthly Fee by Personnel Classification and the Estimated Budget for Non-Core and Non-Additional Staff (including hourly rates) are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

- | | | |
|----|---|------------------------------|
| A. | The Core Staff Monthly Fee (breakout attached): | \$ <u>See attached sheet</u> |
| B. | Monthly Rates for Additional Staff: | \$ <u>See attached sheet</u> |
| C. | The CBE Monitoring Monthly Fee: | \$ _____ |
| D. | Estimated Budget for Non-Core and
Non-Additional Staff (including hourly rates): | \$ <u>See attached sheet</u> |

The Offeror acknowledges and understands that the fees set forth in paragraphs A, B and C are firm, fixed prices and the hourly rates set forth in paragraph D are fully loaded rates, and together such lump sum fees and hourly rates cover all overhead, profit and all other costs

incurred by the Offeror, apart from reimbursable expenses allowed under the form of contract, in performing the work as described in the RFP.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least sixty (60) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]
6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Department of Small and Local Business Development as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

Mr. Brian J. Hanlon

[DATE]

Page 3

By: _____

Name: _____

Its: _____

FY14 RFP for Program Management Services
DCPS Portfolio

Personnel Classification	Status	Fully Loaded Monthly Rate
Executive		
Principal In Charge	50%	
Preconstruction Team Leader	60%	
Phased Modernizations Projects Sr. Manager	60%	
New Construction Projects Sr. Manager	60%	
Stabilizations Project Sr. Manager	60%	
Stabilization		
[add additional lines as necessary]		
Phased Modernizations		
[add additional lines as necessary]		
New Construction		
[add additional lines as necessary]		
TOTAL MONTHLY COST FOR CORE STAFF		\$0.00
Monthly Budget for Non-Core/Non-Additional Staff	Percent Time Devoted	Fully Loaded Monthly Rate
[add additional lines as necessary]		
Additional Resources	Hourly Rate	
Estimator		
Scheduler		
Permit Expeditor		

FY14 RFP for Program Management Services
DPR Portfolio

Personnel Classification	Status	Fully Loaded Monthly Rate
Executive		
Principal In Charge	50%	
Preconstruction Team Leader	50%	
Recreation Centers Projects Sr. Manager	50%	
Parks Projects Sr. Manager	50%	
Recreation Center Projects		
[add additional lines as necessary]		
Park Projects		
[add additional lines as necessary]		
TOTAL MONTHLY COST FOR CORE STAFF		\$0.00
Monthly Budget for Non-Core/Non-Additional Staff	Percent Time Devoted	Fully Loaded Monthly Rate
[add additional lines as necessary]		
Additional Resources	Hourly Rate	
Estimator		
Scheduler		
Permit Expeditor		

FY14 RFP for Program Management Services
Additional Staff Rates

Personnel Classification	Minimum Qualifications	Monthly Rate (Full Time)
Senior Manager	A college degree and at least 12 years of experience in construction and real estate development	
Senior Project Manager	A college degree and at least 10 years of experience in construction and real estate development	
Project Manager	A college degree and at least 5 years of experience in construction or real estate development	
Assistant Project Manager	A college degree	
Field Superintendent	A college degree or at least 5 years of experience in the construction industry	

NOTE: An advanced degree may substitute for 2 years of experience.

Attachment C

Disclosure Statement

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Director
Scott Burrell	Chief Operating Officer
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel
JW Lanum	Associate Director, Contracts and Procurement Division
June Locker	Deputy Director, Capital Construction Services

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

Attachment C

OFFEROR:

By: _____
Name: _____
Title: _____
Date: _____

Attachment D

Tax Affidavit

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Authorized Agent

Name of Organization/Entity

Business Address (include zip code)

Business Phone Number

Authorized Agent

Principal Officer Name and Title

Square and Lot Information

Federal Identification Number

Contract Number

Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

Attachment E

DGS In-House Program/Project Management Staff

To be issued by addendum