

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



**Addendum No. 1**  
**To**  
**Roof Management System Operations and Maintenance**  
**Solicitation No. DCAM-24-NC-RFP-0018**  
**Issued: March 21, 2024**

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This Addendum No. 1 is issued on the date mentioned above and except as modified hereby, the RFP remains unmodified.

- Item #1:** List of Pre-proposal Conference participants is attached as **Exhibit A.**  
**Item #2:** Presentation for Pre-Proposal Conference is attached as **Exhibit B.**

By: James H. Marshall  
James Marshall  
DGS' Contracting Officer

Date: 3/21/2024

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**EXHIBIT A**

**(EXHIBIT WILL APPEAR ON THE FLOWING PAGES)**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



ROOF MANAGEMENT SYSTEM  
OPERATIONS AND MAINTENANCE  
DCAM-24-NC-RFP-0018

DGS Headquarters, 3924 Minnesota Avenue NE, Washington, DC  
20019 in the Chuck Brown Conference Room.

March 21, 2024, at 10:00 AM  
Site Visit

Sign-in Sheet

Name	Company	Email Address
Noam Crouse	AJS / DRH	ncrouse@drh.roofsolutions.com
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3924 Minnesota A

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**EXHIBIT B**

**(EXHIBIT WILL APPEAR ON THE FOLLOWING PAGES)**



# WELCOME

## Pre-Proposal Conference

Department of General Services

## Roof Management System – Operations and Maintenance

Solicitation No. DCAM-24-NC-RFP-0018

March 21, 2024

# WELCOME and INTRODUCTIONS



- **Department of General Services - Contracts & Procurement Division**
  - Jim Marshall                      Contracting Officer
  - Jamshaid Azizi                      Contract Specialist
  
- **Department of General – Facilities Maintenance Services Division**
  - Sean Link



# DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference or the site visit do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by the Contracting Officer by a written amendment.

# AGENDA



- Welcome and Introductions
- Procurement Schedule
- Project Description
- Request for Proposal Overview
- Proposal Submission Requirements
- Evaluation Criteria
- Q&A



# PROCUREMENT SCHEDULE



- **Pre-Proposal Conference:** March 21, 2024, at 10:00am
- **Last day for Questions:** March 28, 2024 by 4:00pm
- **Proposal Due Date:** April 18, 2024, by 2:00pm



- **Operations and Maintenance**
- **Design Assistance and Quality Assurance Capital Projects**
- **Repair and Replacement Roofing Services**



## RFP consists of Sections A – M and Attachments J1 – J.10

### ➤ Pricing (Section B)

### ➤ Requirements (Section C.3)

- Roof Assessments (C.3.1.1)
- Condition Assessment Report (C.3.1.2)
- Annual Preventive Maintenance Surveys (Flat and Low Slope Roofs) (C.3.1.3)
- Preventive Maintenance Checklists (C.3.1.4)
- Steep Slope Roof Inspections and Maintenance (C.3.1.5)
- Moisture Analysis (C.3.1.6)
- Roof Information Database (C.3.2)
- 24/7 Leak Response Call Center (C.3.3)
- Roof Management Reports (C.3.4)



- **Deliverables (Section F.3)**
- **Contract Administration (Section G)**
- **Compliance/Special Requirements (Section H)**
  - **Section H.1 and H.5 First Source Employment Agreement**  
D.C. Official Code § 2-219.01 et seq. (First Source Act)
  - **Section H.2 Service Contract Wage Determination**  
Service Contract Act, 41 U.S.C. § 351 *et seq.*
  - **Section H.8 Living Wage Act** D.C. Code §§ 2-220.01 – 2-220.11
  - **Section H.9 SBE Sub-contracting Requirements** D.C. Code § 2–218.46



- **Contract Clauses (Section I)**
  - **Section I.2 Standard Contract Provisions**
  - **Section I.14 Insurance Requirements**
  - **Section I.15 Equal Employment Opportunity Mayor's Order 85-85 dated June 10, 1985**
  - **Section I.19 Campaign Finance Reform Act**
- **Contract Attachments (Section J)**



- **Proposal Submission Requirements (Section L.2)**
  
- **Volume 1 – Technical Proposal**
  - Technical Expertise of Offeror’s Key Personnel and Team Members (25 points)
  - Past Performance and Relevant Experience Offeror and Team Members (25 points)
  - Management Plan (25 points)
  
- **Volume 2 – Price Proposal**
  - Completed Price Schedule substantially in form of **Attachment J.12**



- **Proposal Submission Requirements (Section L.2)**
  
- **Volume 2 – Price Proposal**
  - **Price Proposal Attachments**
    - **EEO Policy and Report – Attachment J.4.**
    - **DSLBD Subcontracting Plan Form – Attachment J.5**
    - **DOES First Source Employment Agreement – Attachment J.6.**
    - **DOES First Source Employment Plan – Attachment J.6.**
    - **Bidder Offeror/Offeror Certification – Attachment J.8.**
    - **Offerors’ Past Performance Evaluation Form(s)– Attachment J.9.**
    - **Tax Affidavit - Attachment J.10 –**
    - **Campaign Finance Reform Act Self-Certification (Attachment J.11)**





- **Proposal Submission Requirements (Section L.2)**
  - Table of Contents
  - Each page of the proposal must be numbered consecutively
  - Proposal submitted electronically to <https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>
  - Specific proposal evaluation criteria found in **Section [M]** of this solicitation, Evaluation Factors
  - Clear, concise, ***factual***, and logical manner
  - Follow the order outlined in RFP

# EVALUATION CRITERIA



- **Technical Evaluation Factors**
  - Technical Expertise of Offeror's Key Personnel and Team Members (25 points)
  - Past Performance and Relevant Experience Offeror and Team Members (25 points)
  - Management Plan (25 points)
  
- **Price** 25 points
  
- **CBE Preference Points** up to 12 points
  
- **Total Possible Points** **112 points**

# EVALUATION CRITERIA



## ➤ Technical Rating Scale (Section M.2)

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.



# QUESTIONS?



# Connect with DGS!



Contact: [DGS@dc.gov](mailto:DGS@dc.gov)



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