

Attachment A  
**Application for DGS  
Services Schedule Pre-  
qualification of General  
Contractors,  
Skilled/Unskilled Trade  
Subcontractors & Related  
Facility Maintenance,  
Repair & Other  
Specialized Service  
Contractors**

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**Application for Pre-Qualification:**  
**Solicitation No. DCAM-21-NC-RFQ-0002**

**Contents of Pre-Qualification Package**

1. General Instructions and Information
  - a. General Information
  - b. Data Required
2. Application for Pre-Qualification [documents to submit]
  - Part I – Bidder-Offeror Certification Form
  - Part II – Organization’s Statement of Experience and Recent Completed small general construction, facility maintenance and repair service projects for the following trades: HVAC, Electrical, Plumbing, Carpentry, Painting, Concrete and Masonry and other Auxiliary Maintenance Services which include but is not limited to: (i) emergency response, (ii) routine services, (iii) preventative maintenance services, (iv) project-driven work and/or (v) concentrated work order reduction efforts.
  - Part III – Organization’s Insurance Requirements
  - Part IV – Attachments Required (in addition to Part I)

## 1. GENERAL INSTRUCTIONS AND INFORMATION

### a. General Information

- i. If applicable, a current District contractor license is required to bid on projects pursuant to this Request for Qualifications.
- ii. Prequalification by the Department shall remain valid until all contracts set-aside, pursuant to this Request for Qualifications procurement, have been awarded, or until responding Offeror's have been notified in writing by the Department in the unexpected event that an award is not made.
- iii. It is mandatory that all Offerors who intend to respond fully complete the pre-qualification questionnaire, provide all materials requested, and be approved by the Department to be on the final qualified list of eligible awardees.
- iv. No Basic Ordering Agreement will be offered to an Offeror that failed to comply with these requirements.
- v. Submissions from Joint Ventures will not be accepted as part of the Request for Qualifications.
- vi. Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statements from a surety approved to operate in the District, and any accompanying notes and supplemental information are required. The Department will use these documents as the basis of rating Offerors with respect to the size and scope of contracts upon which each Offeror is qualified.
- vii. The Department reserves the right to check other sources available. The Department's decision will be based on objective evaluation criteria and may adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information.

### b. Data Required

- i. All portions of the Application for Prequalification Parts I through IV should be completed, with additional information attached if the space provided does not suffice.
- ii. Failure to include the information requested may result in disqualification. It is essential that Offerors present experience for one or more of the categories including but not limited to, small general construction, facility maintenance and repair service projects to include HVAC, Electrical, Plumbing, Carpentry, Painting, Concrete and Masonry and other Auxiliary Maintenance Services. The related experience of the Offeror shall be demonstrated, as such experience is considered in pre-qualification ratings and rankings.
- iii. Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Offeror on whose behalf that person is signing.

- iv. If any information provided by an Offeror becomes inaccurate, the Offeror must immediately notify the Department and provide updated accurate information in writing, under penalty of perjury.
- v. The Department reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

## **2. Application for Pre-Qualification**

*Continue to the next page.*

**PART I. Bidder-Offeror Certification Form**

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Name of Organization (Name must correspond exactly with Contractor's Business License)

**Exchange this page for the completed Bidder-Offeror Certification Form**

## PART II. Organization's Statement of Experience and Relevant Projects Completed.

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Name of Organization (Name must correspond exactly with Contractor's Business License)

### 1. Relevant Projects

Submit at least three (3) examples of your organization's relevant projects with values ranging from \$10,000 to \$5 million completed within the last six (6) years, including at least one (1) project which is a public works project in the District. SOQs submissions shall be for one (1) or more of the follow categories (individually packaged by category).

- **HVAC Services Requirements:** The Contractor shall demonstrate its ability to provide HVAC services to include maintenance, repair and minor alteration services for variety of HVAC units, components, devices, equipment and associated systems, including but not limited to compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, pool room dehumidification systems, chemical/water treatment for open and closed loop vessel, backflow Preventative maintenance and repair to avoid cross connections per District of Columbia Municipal Regulation Title 21 Chapter 54, and all other items of equipment essential to the proper operation of HVAC equipment and systems in accordance with the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and manufacturer's recommendations and guidelines. Contractors shall be certified by a least one (1) of the following nationally recognized name brand HVAC systems: Daikin, Johnson Controls, Siemens, Boland Trane, Moreland Controls, Samsung VRF, LG VRF, Carrier, McQuay, Reznor, AAON, Capron Controls, Lochinvar, Weil McClean and McDonnell Miller.

  - The Scope of practice for refrigeration and air conditioning mechanics. For the purposes of this part, the term "refrigeration and air conditioning mechanic" means a person who designs, installs, maintains, or alters mechanical systems for refrigeration or air conditioning of any public or private building or vehicle
- **Electrical Service Requirements:** The Contractor shall demonstrate its ability to provide Electrical services to include on-call maintenance and repair of electrical systems. All electrical equipment including service equipment, power distribution switchgears and panel boards, protective devices, transformers, feeders and branch circuit wiring, raceways, motors, motor circuits, motor controllers and motor control centers, electronic equipment and wiring, lighting systems, emergency power and lighting systems, wiring devices, portable tools and equipment and other types of utilization equipment shall be maintained free of hazards to life and property in an efficient, operational and usable condition. All electrical equipment, components and associated devices shall be free of defects and maintained with a pleasing appearance at all times. All workmanship and materials shall conform to the National Fire Protection Association (NFPA) Code and National Electric Code (NEC).

  - **The D.C. Official Code § 47-2853.91: Scope of practice for electricians.** For the purposes of this Contract, the term "electrician" means any person who designs, installs, maintains, alters, converts, changes, repairs, removes, or inspects electrical wiring, equipment, conductors, or systems in buildings or structures or on public and private space for the transmission, distribution, or use of electrical energy for power, heat, light, radio,

television, signaling, communications, or any other purpose, except elevators, platform lifts, stairway chair lifts, manlifts, conveyors, escalators, dumbwaiters, material lifts, automated people movers, and other related conveyances

- **Plumbing Service Requirements:** The Contractor shall provide Plumbing services to include on-call maintenance and repair of plumbing systems including sanitary sewage ejection equipment and systems, steam supply service, heating water. Typical work activity includes, but is not limited to, the installation and repairs of toilets, urinals, underground excavation, underground sewer lines, domestic supply mains, drinking fountains, sinks, pumps, valves, controls, water heaters, circulating pumps and motors, expansion tanks, backflow preventers, strainers, various types of valves, regulators, compressors, electronic controls, various gauges, various sensors, various safety devices, headers, manifolds, bearings, belts, pulleys and motors, and all related components.

- **The D.C. Official Code § 47-2853.121: Scope of Practice for Plumbers or Gasfitters.** For the purposes of this part, the term “plumber” means any person who designs, installs, repairs or removes plumbing fixtures intended to receive and discharge water, liquid, or water-carried wastes into the drainage system with which they are connected; or who introduces, maintains or extends a supply of water through a pipe or pipes, or any appurtenance thereof, in any building, lot premises, or establishment; or who connects or repairs any system of drainage whereby foul, waste, or surplus water, sewer gases, vapor or other fluid is discharged or proposed to be discharged through a pipe or pipes from any building, lot, premises or establishment into any public or house sewer, drain, pit, box filter bed or other receptacle or into any natural or artificial watercourse flowing through public or private property; or who ventilates any building, sewer or fixture or appurtenance connected therewith; or who excavates any public or private street, highway, road, court, alley or space for the purpose of connecting any building, lot, premises, or establishment with any service pipe, house sewer, public water main, private water main, public sewer, private sewer, subway, conduit, or other underground structure. For the purposes of this part, the term “gasfitter” means any person who designs, fabricates, installs, tests or operates any nonindustrial type of gas appliance and piping system from the outlet of the meter set assembly, or from the outlet of the service regulator when a meter is not provided, to the inlet connections of appliances, for fuel gases such as natural gas, manufactured gas, undiluted liquefied petroleum gas, liquefied petroleum gas-air mixtures or mixtures of any of these gases; or who introduces, maintains or extends a supply of a gas through a pipe or pipes, or any appurtenance thereof, in any building, lot premises, or establishment; or who ventilates any fixture or appurtenance connected therewith; or who excavates any public or private street, highway, road, court, alley or space for the purpose of connecting any building, lot, premises, or establishment with any service pipe.

- **Carpentry Service Requirements:** The Contractor shall demonstrate its ability to provide Carpentry services and materials to perform carpentry, include, but are not limited to, repairing, and assembling office desks, hutches, credenzas, cabinets, counters, shelves, tables, chairs, and miscellaneous furniture. Requirements include replacing and repairing door closures, altering, and repairing building components such as walls, partitions, doorways, window frames, stairways, and roofs; applying wall and floor finish materials, installing various types of tile, refinishing furniture. Carpentry services will also include general maintenance tasks such as hanging wall decorations and window treatments (e.g., shades, curtains)

- ❑ **Painting Service Requirements:** The Contractor shall demonstrate its ability to provide Painting services which shall include, but is not limited to, both the interior and exterior of all types of surfaces on buildings and miscellaneous structures as well as the painting of other miscellaneous items such as signs, guard posts, rails, parking bumpers and spots, road markings, curbs and crosswalks, etc.
- ❑ **Concrete and Masonry Service Requirements:** The Contractor shall demonstrate its ability to provide concrete and masonry services including, but not limited to: sidewalks, dumpster pads, curbs and gutters, retaining walls, brick pavers, block repair, power washing, asphalt repair, tiling, plastering and trench drains.
- ❑ **Other Specialized Auxiliary Maintenance Services:** The Contractor shall demonstrate its ability to provide other specialized auxiliary maintenance services including, but not limited to: fencing (including wrought iron), flooring glass and glazing. The Contractors shall demonstrate how it provides labor services and any related supplies to perform work that requires little to no experience to accomplish but is critical to the completion of a project or task. These assignments could include but are not limited to, hand shoveling of snow and ice, hand application of ice melt, pickup and disposal of yard waste and trash, sweeping of floors, and moving furniture or equipment (50lbs+).

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. Label responses consistent to the categories listed above. List each project by name, location, year of completion, contractual value, and owner's name, owner's project manager's name and current contact information including phone number. Include a description of the work type, project schedule, and the value of the work performed. Photos and other graphic materials would be helpful to delineate each project. A Sample Format is included following this listing of categories.

## 2. Project Management Expertise

Provide a summary of the following key indicators of project management expertise:

- ❑ Indicate how your organization has managed, directed, or participated in the projects submitted under Section 1 above.
- ❑ Indicate your organization's management structure, lines of authority and hierarchy.
- ❑ Provide information on how schedules, costs, and quality are maintained throughout a project. Indicate how communications between the various stakeholders (owner, project design consultants, tenants, and inspectors) and the general contractor are managed to ensure all project requirements are addressed and met. This should include both on-site personnel and home office staff.
- ❑ Provide specific detail concerning subcontracting practices.

## 3. Quality Control & Technology

Describe your organization's philosophy for producing quality service and your approach to quality control. Provide information on how you manage minimizing warranty callbacks and typical response time for warranty callbacks. (Typical response time is from initial request by Owner to final resolution of issue to Owner's established requirements.) Describe how coordination has been achieved and communicated to subcontractors and other tradespersons on projects of similar size, scope, and complexity. Outline/describe your organization's use and application of technology for coordination, including clash detection, trade coordination and the shop drawing/fabrication process. Outline your



approach regarding the use/application of mock-ups and provision of samples for key interior and exterior building finishes.

#### **4. Key Personnel**

Provide proposed key personnel's qualifications, experience, length of employment with company, and training to competently manage this project. Key personnel shall include principal(s), or officer(s) having overall project responsibility, as well as on-site project manager(s), superintendent(s), project controls engineer(s), schedule manager(s), masters and journeymen, and all others involved in the management of the project.

Provide an overview of how your organization intends to structure on-site management operations and interface with the home office, owner, specialty subcontractors and Department representatives during a project.

#### **5. Safety Program**

The Department is committed to the safety of all employees, the existing staff on-site, the surrounding community, visitors, and the environment. While the Department has the responsibility for conducting our business in a manner that strives to prevent accidents, a general contractor will have primary responsibility for the safety at the project site.

Describe your organization's Safety Management Plan and identify how your organization's safety program is implemented, including the lines of authority and communication.

**SAMPLE FORMAT**

**Example Project Description and Information**

Names and references must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Construction Manager (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_

\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

**NOTE: Include information to address all the previously listed categories; Relevant Projects, Project Management Expertise, Quality Control & Technology, Key Personnel and Safety Program.**

**PART III. ORGANIZATION'S INSURANCE REQUIRMENTS**

\_\_\_\_\_  
Organization (Name must correspond exactly with Contractor's License) Name of

**Insurance History**

List the workers compensation and commercial general liability insurance companies that have provided your firm with insurance over the past five (5) years.

**Workers Compensation of Insurance Company No. 1**

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Best's Rating: \_\_\_\_\_

**Commercial General Liability Insurance Company No. 1**

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Best's Rating: \_\_\_\_\_

**Workers Compensation of Insurance Company No. 2**

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Best's Rating: \_\_\_\_\_

**Commercial General Liability Insurance Company No. 2**

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Best's Rating: \_\_\_\_\_

**PART IV. ATTACHMENTS REQUIRED**

\_\_\_\_\_  
Organization (Name must correspond exactly with Contractor's License) Name of

The following documents, Attachments 1 through 5, are to be provided to the Department by the Organization requesting Prequalification, for the aforementioned project.

Provide all of the attachments listed below

- Attachment 1** – Current Insurance Policy Rating worksheet which list the current Experience Modification Factor/Merit Rating (EMR) which is calculated and proved by the NCCI Bureau responsible for the Districts Worker's Compensation Insurance.
- Attachment 2** – Current Copy of Organization's District License(s)
- Attachment 3** – Certification declaring that the applying Organization has not has a surety company finish work on any project within the last five (5) years.
- Attachment 4** – A minimum of three (3) Past Performance Evaluations completed by the Offerors client to include the forma written statement in support of the performance rating provided.
- Attachment 5** – Certification of Citywide Clean Hands from the Districts Department of Office of Tax & Revenue - <https://mytax.dc.gov/> /

**Attachment 1** –Worker’s Compensation Experience Modification Factor/Merit rating worksheet.

**Exchange this page for the Worker’s Compensation carrier rating worksheet which list the current Experience Modification Factor/Merit rating calculated and provided by the NCCI Bureau responsible for the District’s ratings.**

**Attachment 2 – Current Copy Organization’s District Contractor’s License(s)**

**Exchange this page for a current copy of your organization’s District Contractor License(s).**

**Attachment 3 – Certification Declaring Applying Organization Has Not Had Surety  
Finish Work on any Project within last Five Years**

**Exchange this page for a certification declaring that the applying organization has  
not had a surety company finish work on any project within the last five (5) years.**

Sample Declaration

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
(Name of Organization)

hereby certify, under penalty of perjury under the laws of the State of District, that the organization has not has  
surety company finish work on any project within the last five (5) years.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Attachment 4** – A minimum of three (3) Past Performance Evaluations completed by the Offerors client to include the forma written statement in support of the performance rating provided.

**Exchange the proceeding page(s) for copies of completed Past Performance Evaluation Forms.**



**Attachment 5** – Certificate of Citywide Clean Hands - <https://mytax.dc.gov/>

**Exchange this page for a current copy of your organization’s Certificate of Citywide Clean Hands.**