

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Agency: Department of General Services
User Agency: Department of General Services
Facilities Maintenance Division
Caption: Roof Management Services – Operation and
Maintenance
Contract No.: DCAM-22-NC-SS-0013
Contractor (proposed): Lightbox-Bluefin

FINDINGS

1. AUTHORIZATION:

D.C. Code Section 2-354.04 and DCMR 47, Section 4718.

2. MINIMUM NEED:

The Department of General Services' Facilities Maintenance Division (FMD) has an immediate and on-going need to complete roof management services including the operation and maintenance, assessment, reporting, and the completion of annual preventative maintenance checklists of FMD's portfolio of buildings through September 30, 2022.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is \$949,652.57.

4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

Lightbox-Bluefin (Contractor), a joint venture consisting of Lightbox Energy LLC, a certified small business enterprise and Bluefin, LLC, has provided roof asset management and energy consulting services to DGS since 2010. Services provided for the roofing programs include maintaining an online roofing assets management tool, operation and assessment, preventative maintenance, design, quality assurance and construction monitoring administration for over 400 facilities and over 12.5 million square feet of roofs throughout the District. Lightbox-Bluefin also supports the Department's green roof program and city-wide leak response call center.

The Contractor's historical knowledge of the District's facilities and roof systems affords the Contractor unique experience not available through other vendors. This unique experience will ensure that projects in progress as well as new projects to be completed before September 30, 2022 maintain the necessary continuity in service delivery to

ensure the required services across FMD's portfolio (Attachment 1) are completed on time and with highest quality. The Scope of Work is provided in Attachment 2. Similarly, Lightbox-Bluefin's staff maintains an unmatched level of knowledge and familiarity with the Department's portfolio including the appropriate certifications and training required to deliver the Department's requirements successfully along with a relationship with many of the roofing manufacturers.

Lightbox-Bluefin owns a proprietary software program and database, "Perform", that stores the roof asset data collected across the DGS portfolio of buildings. The use of and continued maintenance and updates to this data is essential for the Department's short and long-term success with its roof management services. In addition, the Contractor provides a Leak Response Call Center ("Call Center") 24 hours a day, seven days a week. The Call Center, once notified of the emergency roof situation, integrates the remaining services needed to quickly and efficiently address the situation.

Lightbox-Bluefin is the only company with the experience, expertise, historical and programmatic knowledge coupled with the technology to complete the Department's required services in the available timeframe.

**5. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES
OPERATION MANAGER OF CAPITAL CONSTRUCTION DIVISION:**

I hereby certify all statements herein are true, correct, and complete and that the information given herein is accurate to the best of my knowledge and belief.

LaShelle Jenkins
Manager
Facilities Maintenance Division
Department of General Services

Date

**6. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES
DEPUTY DIRECTOR CAPITAL CONSTRUCTION:**

I hereby certify all statements herein are true, correct, and complete and that the information given herein is accurate to the best of my knowledge and belief.

Donny Gonzalez
Deputy Director
Facilities Maintenance Division
Department of General Services

Date

**7. CERTIFICATION BY THE DEPARTMENT OF GENERAL SERVICES
CONTRACT SPECIALIST:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source procurement action was published in accordance with 27 DCMR 4718 and that no response was received. I recommend that the Department of General Services Chief Contracting Officer approve the use of the sole source procurement method for this proposed procurement action.

James H. Marshall
Senior Contract Specialist
Department of General Services

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

George G. Lewis, CPPO
Chief Contracts and Procurement and
Chief Contracting Officer
Department of General Services

Date

Attachment 1

Low Slope Reviews

Building Name
OSSE Portable 1
OSSE Portable 2
Former 6th District Headquarters
Bald Eagle Recreation Center
Benning Stoddert Recreation Center
Department of Youth Rehabilitation Services
Tyler Elementary School
Inspection Station
Luke C. Moore High School
Engine 33
1st District Police Bowen
Langley Elementary School
Engine 16
Houston Elementary School
Turkey Thicket Recreation Center
Engine 7
Fire Department Apparatus Division
Walker - Jones Education Campus
La Casa Shelter
Van Ness Elementary
Brookland Middle School
Francis Cardozo School
Thomson Elementary School
Garrison Elementary School
New York Avenue Animal Shelter
Engine 17
Barry Farm Recreation Center
SWAMA
MAURY ELEMENTARY SCHOOL
Kenilworth Rec Center
Vacated Kenilworth Elementary School
Sharpe Health Annex
Dorothy I Height Elementary School
DC Record Center
Engine 6
Brightwood Education Campus
Dunbar High School
Trinidad Recreation Center
Roosevelt HS
Support Services and Transport
Fort Stevens Recreation Center
North Michigan Park Recreation Center
Public Service Commission
West Elementary School

DDOT
FEMS SOD
Hamilton Recreation Center
Engine 26
New York Ave Bus Lot
Deanwood Recreation Center
Powell Elementary School
New York Ave Shelter
Fort Davis Community Center
Johnson Middle School
DDOT Warehouse
Kennedy Recreation Center
Bunker Hill Elementary School
Bridge and Street Maintenance Division
Mary Mcleod Bethune
Columbia Heights Community Center
Anacostia Health Center
Malcolm X Elementary @ Green
Seaton Elementary School
McKinley Technology High School
Engine 8
RH Terrell Recreation Center
Volta Recreation Center
Anacostia High School
Engine 9
3rd District Headquarters
Stead Recreation Center
Randle Highlands School
Evidence Control Branch
Eastern High School
Kramer Middle School
Youth Division
Ellington Field House
Rosedale Recreation Center
Penn Center
V St Family Shelter
Emery Elementary School
Fleet
Ross Elementary School
Bancroft Elementary School
Fort Stanton Pool
Anacostia Recreation Center
5th District Police Station
Fort Stanton Recreation Center
Hardy Middle School
Burroughs Education Campus
Cleveland Elementary School

Maintenance Facility 1
Eliot - Hine Middle School
DPW Fleet Management Facility
DPW Packer Shop
DPW Weld Shop
House Of Togetherness
Langdon Education Campus
Medical Examiners Offic
DC Gen Bldg 12
DC Gen Bldg 13
DC Gen Bldg 14
DC Gen Bldg 15
DC General Bldg 8 Sexual Transmitted Center
DC Gen Bldg 7 Steam Plant
DC General Campus East
Correctional Detention Facility
Ketcham Elementary School
Douglas Pool
Lamond Recreation Center
The Government of District of Columbia
Municipal Warehouse
DC Armory
King Greenleaf Recreation Center
SWMA
Engine 15
OSSE - 5th Street Terminal
School Without Walls High School
Capitol Hill Montessori @ Logan
Fleet Service
JC Nalle Elementary School
DGS Storage NEW BUILDING
DGS Storage
Municipal Warehouse Shed #2
Municipal Warehouse Shed #1
Municipal Warehouse Shed #3
Marie Reed Community Learning Center
Lawrence Boone Elementary
Municipal Warehouse Guard Shack
Engine 12
Eastern Market
Brentwood Recreation Center
Vacated Wilkinson Elementary School
Savoy Elementary School
Engine 32
Francis Stevens
Garfield Elementary School
Francis Pool/Recreation Center

7th District Substation
Fort Greble
Rita Bright Community Center
Banneker Community Center
Meyer Elementary School
H.D. Cooke Elementary School
Engine 4
Family Shelter - Naylor Rd
Rose Park Recreation Center
Andrus House
Saint Elizabeth Shelter
Stanton Elementary School
6th District Substation
UCC - OUC & HSEMA
Noyes Education Campus
Oyster Bilingual School
MPD Equipment and Supplies Branch FY20
OCTO 2
Langdon Park Community Center
Special Operations (relocated)
Edgewood Recreation Center
Daly Building
Kelly Miller Middle School
C.W. Harris Elementary School
Shaed School
Brent Elementary School
Therapeutic Recreation Center
Payne Elementary School
Public Safety Communications Center
Hillcrest Recreation Center
Vacated Winston Education Campus
Tubman Elementary School
Columbia Heights Education Campus
Martin Luther King; Jr. Elementary School
Theodore Hagans Cultural Center
Hyde - Addison Elementary School
DCPS Head Start
Turner Elementary School
Jelleff Recreation Center
Terrell Elementary Charter School
2nd District Headquarters
Ballou High School
Macomb Recreation Center
Engine 5
Emergency Housing - Family
Engine 11
DDOT Annex 9

Duke Ellington School Of The Arts
Mobile Crime
Bernice Elizabeth Fontenau Senior Wellness Center
Food and Distribution Center
Beers Elementary
Sousa Middle School
Deal Middle School
OCTO
Hearst Elementary School
Woodrow Wilson High School
Stoddert Elementary School
Amidon - Bowen Elementary School
Simon Elementary
DHS/IMA
Ida B. Wells Middle School
Department of Employment
Stuart - Hobson Middle School
Forensics
Boys & Girls Club
Janney Elementary School
Engine 18
Chevy Chase Rec
Watkins Elementary School
River Terrace Education Campus
Leckie Elementary School
Montgomery School
CCV Shelter
Peabody Elementary School
Hendley Elementary School
Barnard Elementary School
Upshur Recreation Center
Upshur Recreation Center Pool House
Engine 3
Patterson Elementary School
MacFarland Middle School
One Judiciary Square
Davis Elementary School
Mann Elementary School
Department of Youth Rehabilitation Services H St NW
Hardy Recreation Center
Friendship Recreation Center
DMV
Wilson Aquatic Center
FEMS CAPTS
Fire & EMS Training Facility
Plummer Elementary School
Vacated H.D. Woodson High School

Metropolitan Bathroom Facility
Metropolitan Substation
Metropolitan Training Center Tactical Village
DC Police Academy Annex
Maurice Turner Metropolitan Police Academy
K-9 Training Facility
Bomb Squad Training Facility
Ron Brown High School
Engine 14

Additional Low Slope Reviews

Building Name
Lederer Gardens
Murch Elementary School
Transfer Station
Kelly Miller Pool
Bridge and Street Maintenance Division 2
Engine 30
Engine 2
DCOA HQ Building - Hayes Senior Wellness Center
Impoundment Lot
6th District Headquarters
Oxon Run Pool
LaSalle - Backus Education Campus
Riggs Lasalle Recreation Center
Benning Park Recreation Center and Pool
Engine 24
Unemployment Office (Backus/UDC)
Palisades Community Center
Aiton Elementary School
HD Woodson
Police Harbor Patrol
Chevy Chase Recreation Center (Field House)
Lincoln Capper Pool/Joy Evans
Drew Elementary School
Chevy Chase Community Center
Lafayette Elementary School
Emery Recreation Center
Recruitment
4th District Headquarters
4th District Vehicle Maintenance
Myrilla Miner Elementary School
Hart Middle School
New Endeavors Shelter
Whittier Education Campus
Marvin Gaye Recreation Center
Coolidge High School
Blair Shelter
William H Rumsey Aquatic Center
Sherwood Recreation Center
Neval Thomas Elementary School
Ludlow - Taylor Elementary School
J.O. Wilson Elementary School
Engine 22
Parkview Recreation Center
Parkview Community Center Restroom Facility

Southeast Tennis and Learning Center
Takoma Education Campus
Phelps ACE High School
4th District Substation
Shepherd Elementary School
Benjamin Banneker High School
Truesdell Education Campus
Burrville Elementary
Patrol Services Bureau and School Security Branch
Petworth Recreation Center
Ridge Road Community Center Complete
Ridge Road Community Pool
Randall Recreation Center
Mental Health
Ridge Road Recreation Center
Browne Education Campus
SW Health Center Unity Healthcare
Raymond Recreation Center
Dept. Of Health Warehouse Bldg #4
Lab #7 Specimen Delivery
Engine 29
New Engine 27
Military Road Early Learning Center
Georgetown Day School

DHS Survey Sites

Building Name
107 WAYNE PL
117 WAYNE PL
2305 36TH GROUP HOME
2601 NAYLOR RD SHELTER
2603 NAYLOR RD SHELTER
342 37TH ST SHELTER
801 EAST
ADAMS PL SHELTER
BLAIR SHELTER - 2
CORCORAN SHELTER
DC GENERAL CAMPUS
DHS/DOH PHARMACY WAREHOUSE
EMERY SHELTER
FAMILY SHELTER
GIRARD FAMILY SHELTER
HOUSE OF RUTH SHELTER
KRAMER SHELTER
LACASA TRP
NEW ENDEAVORS SHELTER
NEW LACASA SHELTER
NY AVE MENS SHELTER
PATT HANDY WOMENS SHELTER
SARGENT RD SHELTER
V STREET SHELTER

SECTION B SCOPE OF WORK

The following roof areas and types of roofs are the basis of the scope of work and pricing for this RFP which also represents the estimated total roof area:

Department	# of Bldgs	Low Slope (Sq. Ft.)	Steep Slope (Sq. Ft.)	Total Area
DCPS	128	5,580,000	980,000	6,560,000
DGS Municipal	109	3,150,000	340,000	3,490,000
DHS	17	50,000	90,000	140,000
DMPED	6	170,000	90,000	260,000
DPR	80	810,000	320,000	1,130,000
FEMS	38	260,000	100,000	360,000
MPD	31	650,000	60,000	710,000
Totals	409	10,670,000	1,980,000	12,650,000

The Consultant shall furnish all materials, labor, development support, safety equipment, and access equipment including any ladders and lift equipment required to provide the roof management program described below.

B.1 Operation and Maintenance of Roof Systems

The Consultant shall provide consulting, maintenance, and management services to manage the day-to-day operations of all DGS roofs as described in detail below including at a minimum the following:

B.1.1 Roof Surveys and Assessment

The Consultant shall provide a visual on-the-roof survey of all DGS facilities listed in the scope of work of this RFP. The surveys shall be performed by the Consultant with the purpose of developing a comprehensive roof condition database for all roofs included in the existing DGS facilities such that each roof is surveyed on a yearly basis. The Consultant must procure any equipment (e.g. ladders, lifts) as needed to perform roof surveys. The Consultant shall take core cut samples of all low slope roof systems to determine the components of the entire system including membrane, vapor barrier, insulation, roof deck material, and any other components. All cores shall be repaired according to manufacturer specifications at the completion of the core sample process.

Each survey will include survey-grade global positioning system (“GPS”) data for every individual roof component and feature along with photographs for all roof perimeters, drains, major equipment, and deficiencies. The survey shall provide a roof inventory for existing conditions to include the following:

1. Provide field measure and record dimensions of roof areas, and locate all roof penetrations and other significant roof features;
2. Take core-cuts of each individual low-slope roof section to verify the roof assembly in place. Locate core(s) on roof plan for future identification. Permanently patch core on the same day as core cut using standard industry practice as provided by the roof system manufacturer and/or the National Roofing Contractors Association (“NRCA”) as appropriate for the roof system;
3. Closely visually inspect the roof system components in order to assess roof condition including field membrane, wall flashings, projection/penetration flashings, counter-flashings, parapet coping caps, sheet metal, drainage, drainage devices, signs and location of leakage, potential leakage, masonry parapets, and other adjacent roof conditions that may affect the watertight integrity of the building;
4. Photograph roof field, details and existing defects for documentation and future reference. Electronically link all photos to inventory, condition, defect and field of roof items in the system database;
5. Mark deficiencies on the roof and document their location on the roof plan by action code and action code legend;
6. Inventory and photograph heating, ventilating, and air conditioning (HVAC) equipment showing manufacturer labels; and
7. All information gathered shall be entered into a roof management database. The data shall be web-based and available to DGS for unlimited use by multiple users with a user access code and password.

B.1.2 Condition Assessment Report

For each building, a Condition Assessment Report (“CAR”) shall capture the following:

1. Roof synopsis of findings in single page summary form;
2. Roof maintenance, repairs and replacement recommendations for a ten (10) year period;
3. Include estimated remaining service life (“ERSL”) and recommended replacement date that is outside of the 10 year plan period for all roofs surveyed;
4. Options for roof restoration in lieu of roof replacement at the end of ERS�;
5. A 10 year budget for the total cost of ownership including roof maintenance, repairs restoration and/or replacement over a 10 year planning period;
6. Roof system information documenting existing roof assembly;
7. Testing Results - as appropriate (i.e., asbestos testing, moisture testing);
8. Roof condition index evaluation documenting the condition and rate the condition/status of the following:
 - i. Quality of original construction and subsequent maintenance
 - ii. Leak and leak damage
 - iii. Roof field membrane

- iv. Perimeter flashings
 - v. Projection flashings
 - vi. Sheet metal components
 - vii. Drainage
 - viii. ERSL
9. Miscellaneous (parapet walls, mechanical equipment, etc.). A narrative and recommended course(s) of action(s) to help analyze the roofing situation in conjunction with both short-term and long-range needs and objectives and a brief summary of work for any roof that is recommended for replacement during the five (5) year planning period;
 10. Photographs and a photograph log depicting detailing conditions found with a label as to what the photo is identifying. The photos shall be digital photos, and their location designated on the roof plan. The photos shall be available in the online database system described herein;
 11. An online interactive roof plan showing all roof boundaries, rooftop equipment and projections/penetrations, drain locations, as well as survey information such as slope direction, areas of significant ponding water, photo locations, and action codes as to any repairs that are recommended. The roof plan shall include a legend identifying all roof components, recommended repairs, core sample locations, etc.; and
 12. Post-Assessment Roof Repair Management. At the direction of DGS, the Consultant shall manage the “DGS on-call roofing contractors” that are dispatched to repair defects noted during the survey process, and shall provide quality assurance to ensure that permanent repairs are performed correctly and in a timely manner.

B.1.3 Annual Preventive Maintenance (Flat and Low Slope Roofs)

The Consultant shall manage the annual preventive maintenance for DGS roofs. The Consultant shall provide annual (once per year) preventive maintenance inspections and manage minor repair work as performed by other selected contractors, on all low slope roof sections. At a minimum, the preventive maintenance scope shall include the following:

1. Inspect all roof surface, drains, scuppers, gutters, downspouts and other roof components;
2. Identify debris, clogs and other foreign materials to be removed, including but not limited to any growing plants, construction materials and other abandoned materials;
3. Test all drainage system components to confirm proper operation;
4. Identify and make recommendations on preventative maintenance, including:
 - i. Inspect, identify and record minor roof defects as necessary (splits, tears, holes, etc.);
 - ii. Identify and record where reseal is necessary around roof penetrations, equipment curbs, skylights, miscellaneous flashings, etc.;
 - iii. Recommend products that are compatible with existing roof systems;
 - iv. Identify and records any loose or disconnected metal work (flashings, counter-flashings, gutters and downspouts) and any required seal for water and air intrusion and check for proper fit and water-tightness during the inspection process;
 - v. Locate, photograph and report conditions that require permanent repair methods;
 - vi. Report to DGS any conditions that are health and/or safety related;

- vii. Report to DGS the accumulation of foreign or contaminated material; and
- viii. Upload findings in DGS' system of record for capturing work order requests. Currently, DGS utilizes Salesforce for this purpose.

At the direction of DGS, the Consultant shall manage the “DGS on-call roofing contractors” that are dispatched to address any items identified during the annual preventive maintenance and repair activities and shall provide quality assurance to ensure that repairs are performed correctly and in a timely manner.

The Consultant shall photograph and record all preventative maintenance and repair activities, the date performed, before and after photos and include all information in the roof information database required as part of the Contract.

The Consultant shall manage the repair work as conducted by other contractors but in no event will such repair be provided or conducted by the Consultant.

B.1.4 Preventive Maintenance Checklists

The Consultant shall develop preventive maintenance plans for each roof section included in the Contract and provide for quick generation of checklists and visual instruction materials as part of the roof information database to be provided as part of the Contract. The plans shall be tied to the specific inventory items on that roof section so the checklist could be utilized as a “work order” and used by DGS employees or contractors.

B.1.5 24/7 Leak Response Call Center

The Consultant shall provide a phone and email-based call center for DGS to utilize for leak calls and other roof-related emergencies to include dispatch of contractors and verification of requirements and work completed. This call center shall provide an integrated process to assess roof-related problems; select and dispatch a qualified contractor to perform temporary and permanent repairs; document completed work and provide quality control/quality assurance; and maintain current information in the DGS roof asset management database.

Specifically, the Consultant shall provide a 24/7 call center for roof-related emergencies that provides both phone and/or email-based access for DGS staff and approved District of Columbia Public Schools (“DCPS”) staff to report roof-related emergencies. The Consultant shall provide subject matter expertise to draft technical scopes to address roof leaks repairs. DGS shall procure qualified and approved roofing contractors to perform such repairs. The Consultant shall provide weekly and monthly reporting on the status of all reported roof issues and coordinates quality control and invoice review/approval for DGS.

As part of the roof top quality assurance under B.1.5, the roof Consultant shall inspect repair work to ensure that the correct permanent repair methods are used in a timely manner. If repairs are not up to quality standards, the Consultant shall create a report noting deficiencies and directing the roofing contractors to make the proper repairs, and require photo audits from the contractors to document corrected repairs.

B.1.6 Green Roof Maintenance

DGS has 38 existing vegetative (green) roofs in its current inventory comprising approximately 420,000 SF of combined roof area. In addition, DGS is installing approximately four (4) additional green roofs comprising an additional 60,000 SF of combined roof area in 2019. The new green roofs will have a plant warranty which includes the maintenance for four (4) years. These roofs offer benefits in terms of energy performance and storm water retention. These roofs also require a higher level of maintenance than more traditional roofs, both to preserve the vegetative systems and also to protect and extend the life of the underlying roof.

The Consultant shall provide green roof maintenance as part of the Contract to include four (4) annual visits to each roof (once per quarter). The Consultant's scope for green roof maintenance and repair will include: a) the requirements outlined under **Section B.1.3** and b) documenting observations specific to green roof including cleaning all drainage systems, debris removal, weeding and pruning of existing roof systems, install new planting as required for any dead or bare areas. All work shall be documented and included in the roof management database.

B.1.7 Steep Slope Roof Inspections and Maintenance

The Department has responsibility for maintenance and repair of all District owned roofs. Steep sloped roofs are all roofs over 4:12 pitch. The Consultant shall provide a detailed assessment of these steep sloped roof systems and develop a plan for maintenance and improvement to increase the safety, longevity and performance of these historic roof assets. For the steep slope roofs, the Consultant shall also provide the same services outlined under **Section B.1.3** in addition to the specific requirements associated with steep sloped roofs discussed under this section. The Consultant shall provide lift equipment and safety equipment to access these roofs for inspection. Permanent fall-protection anchors are not installed or available on these roofs at the present time. The Consultant shall follow all required industry safety standards while performing this task.

B.1.8 Moisture Analysis

The Consultant shall provide moisture detection using non-destructive techniques that are appropriate for the roof system. This shall include, but not limited to:

1. Infrared scans, handheld and aerial;
2. Nuclear roof moisture surveys;
3. Capacitance testing using hand-held and /or walk behind equipment; and
4. Vector mapping using low voltage, high voltage and hybrid.

The Consultant shall provide a summary of its approach to each of these methods including the limitations inherent in each approach, safety considerations, and positive verification of moisture during and after the non-destructive testing process. The Consultant shall provide a listing of:

1. Equipment owned and used for moisture testing;
2. A summary of project experience using various methods of moisture testing; and

3. Credentials of the Consultant's staff including training, experience and certifications.

B.2 Capital Requirements for Roof Systems

The Consultant shall provide consulting and management services to support the annual capital projects for all DGS roofs. Specific tasks are defined in the following sections.

B.2.1 Design, Specification and Bid Package Preparation

The Consultant shall provide the following services for those roofs determined by the Consultant and DGS to require re-roofing, green roof installation and/or roof restoration/rehabilitation:

1. Conduct a field investigation to gather needed roof construction information, details, etc. for the preparation of roof specifications and detail drawings;
2. Evaluate design criteria for roof system selection and specifications. The Consultant shall prepare and submit a design review summary to DGS. The Consultant shall review the design review summary with DGS with system recommendation and the merits and shortcomings of each option or product. Where possible, proposed equivalent products should also be specified;
3. Prepare specifications, detail drawings, and roof plan(s) based on the alternative selected, including structural analysis and capacity for installation of recommended/desired roofing. The roof plans and details shall be in sufficient detail to provide to bidding contractors to assure complete and comprehensive roof design;
4. Work with DGS to assemble instructions to bidders, proposal bid forms, general and special conditions, technical specifications, roof plans, and details for use as bid documents.
5. Provide preliminary bid documents to DGS for review. The Consultant shall gain approval from the selected roof membrane manufacturer(s), assuring that the specification of the roofing system will qualify for the manufacturer's warranty; and
6. Develop an independent government estimate (IGE) for each roofing project based on needs, proposed plans and specifications.

B.2.2 Roof Top Quality Assurance

The Consultant shall provide the following services as agreed with DGS during the construction phase of roof restoration, re-roofing and green roof installation.

B.2.2.1 Project Administration. If requested, the Consultant shall provide the following administration services:

1. Schedule and conduct a preconstruction meeting with the selected roofing contractors to reinforce all project criteria and requirements. The Consultant shall respond to questions and issue meeting minutes;
2. Receive from the roofing contractors, and review, all shop drawings, product data, samples, and other submittals; coordinate them with information contained in the contract documents and approve or reject the same;

3. Observe the work by providing regular site visits to all roofing projects as agreed to by DGS. Records the progress of the work and submit written progress reports to DGS. Documentation shall include filed reports and photographs;
4. Provide clarifications in writing to any roofing contractors requiring interpretation of the intent of the drawings and specifications. Assist in the resolution of issues that may arise;
5. Perform a safety audit to review the roofing contractors' safety procedures and verify that the project is being managed in a safe manner as required by Occupational Safety and Health Administration ("OSHA") regulations, DGS's safety requirements, and other safety practices mandated by the contract documents. Prepare a report of observations, including photographic documentation when necessary;
6. Review the applications for payment as submitted by roofing contractors, and approve or reject such applications in whole or in part and forward to DGS for final approval/payment; maintain records of all such applications and approvals;
7. Recommend necessary or desirable changes to DGS, review requests for changes, assist in negotiating roofing contractors' requests, and prepare and distribute change orders for necessary approval;
8. Conduct final inspections to evaluate the completion of the work of the roofing contractors at completion. Develop and submit completion punch list; and
9. Provide a job closeout file including the information and paperwork developed during the roof construction project (for full-time construction observation projects only).

B.2.3 Roof Betterment Management

The Consultant shall identify defects on DGS facilities as part of the annual inspection process outlined elsewhere in this scope of work. Not all of these defects and associated repairs are high priority items and many can be safely deferred, but should be monitored. However, some of these defects require immediate repair. Bundling repairs into efficient bid packages is key to achieving high value, lowest cost and high performance. The Consultant shall implement and oversee project work, ensuring the work is completed according to the agreed upon plan, budget and schedule. Specifically, the Consultant shall:

1. Prioritize repair projects and prepare budget estimates for all projects based on inspections already completed, underway now, or for any new requirements that develop during the term of the Contract;
2. Review priorities and budgets with DGS management for approval and budgeting;
3. Organize and build repair projects into a consolidated bid package as directed by DGS;
4. Assist DGS in assembling list of qualified roofing contractors;
5. Support DGS during procurement phase by answering RFI's and bidders' questions;
6. Respond to field questions;
7. Provide quality assurance/inspection services; and
8. Review invoices for completed work.

All completed work shall be included in an updated data set as part of the online roof management application provided by the Consultant under the Contract.

B.2.4 Support to Design and Construction Management Contracts

The DGS capital program includes major renovation and/or new construction of schools and other DGS facilities. The Consultant shall provide support to the design and construction management teams on these projects to assure that DGS roofing standards are incorporated into these projects. Services shall be provided on a time and material (“T&M”) basis and must be approved by DGS in advance.

B.2.5 Roof Asset Management Plan (“RAMP”)

At the completion of annual roof inspections and maintenance, and on an annual basis, the Consultant shall formulate conclusions and recommendations for each roof section on each building by analyzing and evaluating observations and findings to provide an appropriate course of action to ensure a full roof service life, typically twenty (20) years or more.

The Consultant shall develop cost estimates of corrective action required to extend roof service life by using various industry standard techniques (to include but not limited to; preventative maintenance, repair, restoration or replacement). Present cost estimate in standard cost estimating spreadsheets and life cycle cost analysis. Current costs for material and labor will be updated in the database and used for estimating purposes.

The Consultant shall provide reporting tools in the roof management program software application consisting of project information, observations, findings, conclusions, suggestions or recommendations, cost estimates, and supporting documents (photographs, roof plans, etc.). The Consultant shall develop a RAMP by District’s fiscal year (October 1 through September 30) in spreadsheet format for a ten (10) year period based on condition as determined above. The RAMP should indicate priority, building number/name, roof membrane type, estimated remaining roof service life, type work necessary, and estimated cost to accomplish the recommended work. In the case of roof repair, include repair item headings to generally indicate type of repairs required. All recommended repairs for a single roof shall be specified for accomplishment at the same time with the following exception: minimal repairs may be recommended to extend a deteriorating roof “a few years” until replacement becomes inevitable. (Example: repair isolated leak area on aged and weathered built-up roof that has essentially reached the end of its useful service life ignoring other potential repairs that will not significantly extend roof life and are not necessary to return the roof to a watertight condition).

B.3 Energy and Sustainability Support

DGS owned facilities with very large energy consumers. The District is committed to improving energy performance through effective energy stewardship. This is managed through the DGS SE. The DGS SE goals are to reduce and de-carbonize energy consumption. To that end, the DGS SE is working to dramatically improve the efficiency of building energy usage, employ cutting-edge technology to manage buildings, incentivize occupants to conserve power and seek to acquire commodities in a way that creates minimal exposure to commodity price volatility and de-carbonizes the energy supply.

DGS and its DGS SE will issue a separate procurement to focus on specific energy needs and requirements which will seek an energy consultant to evaluate the entire building envelop. The

selected Consultant under this RFP shall coordinate and collaborate, as directed by DGS, with the energy consultant as selected under the separate procurement and all future Energy and Sustainability initiatives involving roof installations.

B.4 Online Roof Information System and Database

The Consultant shall provide all roof information developed in the above tasks through a web-based online roof information system and database (i.e., more than an excel spreadsheet). The Consultant shall explain how its roof management application addresses the following:

1. **Field data collection** of descriptive data, attributes, defects, photos, and GPS coordinates and upload to the roof information database. Automatic collection is preferred, to avoid data entry errors from field information to the system database;
2. **Standard roof work breakdown structure** that uses standard descriptions of all roof information items to provide consistency for all roof surveys;
3. **Completing calculations of** roof areas;
4. **Selecting** roof features and retrieving related descriptive data, defect information, repair status, photos, date and time of survey, repair, and maintenance activities;
5. **Provision to store and retrieve warranty information** in data form and as a scanned document along with other roof related documents such as as-built drawings, specifications, construction documents, leak response documents, contracts, etc.;
6. **Roof condition score** or other metric to store roof condition assessment data that allows for section level, building level, folder level and portfolio level roof condition summary of information;
7. **Cost estimating tools** to provide total cost of ownership estimates to include preventive and corrective maintenance, roof restoration and roof replacement;
8. **Reporting tools** that allow for online/on-demand generation of roof reports including condition assessment reports, preventative maintenance checklists, quantity takeoff data, cost estimates, work orders for preventive maintenance and corrective maintenance. All reports shall be generated in **MS WORD** or **MS EXCEL**;
9. Data Analysis that shows the impact of various investment scenarios on roof conditions over a ten (10) year period;
10. **Native System Database** shall be **Microsoft SQL Server** and shall be fully compatible with DC/DGS **ESRI ArcGIS** applications and work order management systems;
11. **System Security** shall be verified including current SSL certificates;
12. DGS is the owner of the data. At the completion of the Contract, the Consultant shall work with the District to transfer and transition the database information to DGS.

B.5 Deliverables List.

In addition to the deliverables as set forth in **Sections B.1, B.2, B.3** and **B.4** of this RFP, the Consultant shall provide the following deliverables as part of the Contract:

B.5.1 Operation and Maintenance of Roof Systems

The Consultant shall provide the following deliverables documenting work performed as

described in Section B.1 above.

B.5.1.1. Roof Information Database

To include all assessment elements described in Section B.1.1. All information gathered shall be entered into a roof management database described in Section B.4. The data shall be web-based and available to DGS for unlimited use by multiple users with a user access code and password.

B.5.1.2 Condition Assessment Report

For each building, a report in compliance with Section B.1.2.

B.5.1.3 Annual Preventive Maintenance and Minor Repair Summary Report

Document all maintenance and completed repairs for annual preventative maintenance as specified in Section B.1.3.

B.5.1.4 Preventive Maintenance Checklists

As specified in Section B.1.4 for every roof section in the DGS portfolio. Checklists shall include frequency of recommended work and visual instruction materials showing step-by-step instructions to perform the work.

B.5.1.5 24/7 Leak Response Status Reports

The Consultant shall provide weekly and monthly reporting on the status of all reported roof issues and coordinate quality control and invoice review/approval for DGS, and in coordination with Section B.1.5.

B.5.1.6 Green Roof Maintenance Status Reports

Quarterly reports showing descriptions and photographs of all green roof maintenance activities performed as specified in Section B.1.6.

B.5.1.7 Steep Slope Roof Assessment Report

Assessment reports and data shall be loaded into the roof management system as per Section B.1.7.

B.5.1.8 Moisture Analysis

For each building, a report in compliance with Section B.1.8.

B.6 Capital Requirements for Roof Systems

The Consultant shall provide the following deliverables documenting work performed as described in Section B.2 of this RFP.

B.6.1 Design and Specification/Bid Package

1. Review Design Summary as specified in **Section B.2.1**
2. Provide Specifications, detail drawings, and roof plan(s) based on the alternative selected as per **Section B.2.1**
3. Provide Instructions to bidders, proposal forms, general and special conditions, technical specifications, roof plans, and details for use as bid documents
4. Provide Construction estimate IGE

B.6.2 Roof Top Quality Assurance Reports

1. Deliverables are in coordination with **Section B.2.2**
2. Provide preconstruction meeting summary, attendee list, response to questions and meeting minutes
3. Approval/rejection notice for shop drawings and submittals
4. Provide construction (roof top) observations progress reports as specified in **Section B.2**
5. Review and recommendations for applications for payment as submitted by Roofing Consultant
6. Change orders for approval and distribution
7. Provide project Safety Audit Reports
8. Provide Job closeout file including the information and paperwork developed during the roof construction project (for full-time construction observation projects only)

B.6.3 Roof Betterment Management

1. Deliverables are in coordination with **Section B.2.3**
2. Repair project statement of work and consolidated bid package
3. Review/approve invoices for completed work
4. Update roof management application

B.6.4 Support Design and Construction Management Contracts

Reports and technical documents as required to support the efforts as described in **Section B.2.4.**

B.6.5 Roof Asset Management Plan (RAMP)

Comprehensive Roof Asset Management Plan as described in **Section B.2.5.**

B.6.6 Online Roof Information System and Database

Fully functional roof and energy information management application that complies with all requirements as specified in **Section B.4.**

B.6.7 Monthly Status Reports

Summarize project status, progress toward individual deliverables, issues/challenges and recommendations