

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

Purchasing Agency: Department of General Services
User Agency: Office of Budget and Planning
Caption: Roof Management Services
Proposed Contractor: Lightbox-Bluefin Partners

FINDINGS

1. AUTHORITY:

D.C. Official Code §2-354.04 and Title 27 DCMR Section 4718.1

2. MINIMUM NEED:

The Department of General Services (“DGS” or “Department”) has a need to continue the day-to-day management of approximately 11 million square feet of roofs on all DGS facilities (the “Roof Portfolio”). Given the nature of the Roof Portfolio, including the number of existing and new projects to be implemented and the work to be undertaken, the Department desires to continue services with the current contractor Lightbox-Bluefin Partners (the “Roof Consultant”) to provide management services to assist the Department in managing the Roof Portfolio and the individual projects within the Department. The Roof Consultant will continue to implement a proactive management program to ensure that the roofs are properly maintained and managed so as to increase asset life and thereby decrease capital costs, prevent leaks and ensure that any leaks that do occur are remedied in a prompt manner, and to facilitate the use of the roof spaces so as to ensure environmental efficiency, reduce storm water run-off and, where appropriate serve as platform for alternative energy such as solar arrays. Specifically, DGS needs the experience of a Roof Consultant to continue managing large, multi-site roof portfolio of similar size and scope and to provide the following services as fully described in the Scope of Work: 1) visually inspecting roof sections; 2) managing a leak response center as well as dispatching, managing and supervising roofing contractors in connection with roof leaks; 3) designing and providing construction administration for roof rehabilitation and re-roofing projects; 4) providing oversight of roof design and construction for major renovation and new construction projects; 5) Providing roof summary detailing roof condition by section, with estimated remaining service life by section; 6) providing roof system information documenting existing roof assembly; 7) providing online access through Roof Express for testing results as appropriate (i.e., asbestos and moisture testing); 8) providing Roof Condition Index Evaluation documenting the condition and rate the condition/status of the quality of original construction and subsequent maintenance, leak and leak damage, roof field membrane, perimeter flashing, projection flashings, sheet metal components, drainage and estimating remaining service life; 9) providing online access through Roof Express for digital

photographs and a photograph log depicting detailing conditions found with a label as to what the photo is identifying their location designated on the roof plan; online access through Roof Express to 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 ay repairs that are recommended. The roof plan will include a legend identifying all roof components, recommended repairs, core sample location, etc.; 10) providing a leak response call center for leak calls and other roof-related emergencies to include dispatch of contractors and verification of requirements and work completed; 11) providing construction quality assurance; 12) providing safety auditing; 13) providing construction observation; 14) providing support to design and construction management contracts; 15) providing energy and sustainability support; 16) providing building envelope energy conservation assessments; 17) providing PV and solar thermal assessments and feasibility studies; 18) providing green roof assessments; 19) providing professional development and workforce development; 19) providing operation and maintenance of roof systems deliverables; 20) providing capital requirements for roof systems deliverables; 21) providing construction quality assurance reports; 22) providing online roof/energy information system and database; and 23) providing security checks and procedures.

ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services is approximately \$670,678.67.

3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:

The Roof Consultant has been providing Roof Management Services to the District since 2010. Specifically, the Roof Consultant provides a specialization in integrating roof and energy management to optimize the performance of existing building and has managed roof-related energy projects on over 9,000 building for private industry and the government. The Roof Consultant has been responsible for the day-to-day management of approximately 11 million square feet of roofs on all DGS facilities. Given the nature of the on-going and new projects, the Roof Consultant has the expertise and historical knowledge on existing projects that cross fiscal years such as the Wilson Building.

DGS' means of collecting extensive data on the comprehensive inventory of District roofs is facilitated by Lightbox-Bluefin through their online roof/energy information system and database. The information system and database is critical to DGS, whose data resides with Lightbox-Bluefin's Roof Express database. The Lightbox-Bluefin Roof Express software has been tailored to meet DGS' needs to allow for the upload of data into Roof Express.

Lightbox-Bluefin Partners is a leader in the platform and solutions that creates, captures and compiles roof data for visibility to align operational costs with business strategy. Lightbox-Bluefin Partners has served as a hands-on consultant developing reporting standards for DGS' roof management database and instrumental in upgrading the functionality of the roof systems. These facts make Lightbox-Bluefin Partner uniquely qualified to meet DGS needs.

Authorization is sought therefore to engage Lightbox-Bluefin on a sole source basis to continue implementing the existing and new roof work for DGS facilities.

4. CERTIFICATION BY DGS PROJECT MANAGEMENT OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Allam Al Alami
Project Management Officer

Date

5. CERTIFICATION BY CONTRACTING OFFICER:

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 contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that zero (0) responses were received. I recommend that the Chief Contracting Officer approve the use of the sole source procurement method to meet the District's minimum need.

Franklin Austin
Contracting Officer

Date

CERTIFICATION BY THE CONTRACTS AND PROCUREMENT ASSOCIATE DIRECTOR | CHIEF CONTRACTING OFFICER:

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
Associate Director | Chief Contracting Officer
Contracts & Procurement Division

Date