



WELCOME

Pre-Proposal Conference

Parking Lot Management Services Multiple Lots

Solicitation No.: [DCAM-21-NC-RFP-0006](#)

Friday, August 14, 2020

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 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 way of a written amendment.**

HOUSEKEEPING



- ✓ Please mute your devices **now**
- ✓ Please disable your video feed now
- ✓ Please reserve Questions until the end of the presentation
- ✓ Feel free to chat with participants using the in-meeting chat function
- ✓ During the Q&A please activate the “Raised Hand Feature” and I will ask you to unmute to pose your question
- ✓ You may also send a question via the in-meeting chat function directly to host and or all participants
- ✓ This Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.
- ✓ As a reminder **ALL** verbal questions should be submitted to Contracts and Procurement for consideration and a formal response – dgs.goods-services@dc.gov

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
 - Executive Summary
 - Contract Type
 - Overview of SOW
- IV. Technical & Price Proposal Submission Requirements
- V. Evaluation Criteria
- VI. Compliance Requirements
- VII. Bid Form(s)
- VIII. Questions



➤ **Contracts and Procurement**

- Franklin Austin Contracting Officer
- Kimberly Gray Supervisory Contract Specialist
- Keith R. Giles Contract Specialist

➤ **Facilities Management Division**

- Powell Dowell DGS Parking Manager/ Management Analyst

PROCUREMENT SCHEDULE



- **Issue Date:** Tuesday, August 11, 2020
- **Pre-Proposal Conference:** Friday, August 14, 2020
- **Site Visits:** Traditional site visits will not be schedule; however, Offeror's are encouraged to visit each Parking Facility un-guided. ***Please follow instructions provide in Section L.5***
- **Last day for Questions:** Monday, August 17, 2020
- **Proposal Due Date:** Tuesday, September 1, 2020 at 02:00 p.m.

Project Description and Key Elements



➤ Overview

- The Department contemplates awarding one (1) SBE Contractor a Fixed-Price Incentive type Contract to provide Parking Lot Management Services at Multiple Locations.
- The anticipated Contract will have a twelve (12)-month Base Period with the option to extend services for up-to four (4), one (1)-year Option Periods.
- The Contract resulting from this RFP will have two (2) price components:
 - Parking Management Services shall be based on firm-fixed monthly rates based on raw operations cost for providing all services on a monthly basis, and,
 - Payment of the monthly incentive fee shall be calculated based on the earned gross revenues of public parking operations in accordance with the proposed incentive percentage rate for any given month (in arrears), beginning with Base Period and through the term of the Contract life.

➤ Parking Lot Management Services

- Parking Lot Management services at the following locations:
 - One Judiciary Square – 441 4th Street,
 - 490 First Street, NW
 - Frank D. Reeves Municipal facility – 2000 14th Street, NW

PROJECT DESCRIPTION *(Continued...)*



- This solicitation is Set-Aside for SBE Participation only. ONLY Offerors that are certified by the District of Columbia Department of Small and Local Business Development (“DSLBD”) as SBEs at the time of the Proposal Submission Deadline are eligible.

- The COVID-19 Response Supplemental Emergency Amendment Act of 2020 requires that **50%** of the total contract dollar value...
 - (i) in excess of \$250,000
 - (ii) unrelated to the District’s COVID-19 response, and
 - (iii) awarded during the COVID-19 declared emergency

...Shall be subcontracted to qualified small business enterprises (SBEs) absent a waiver from the Department of Small and Local Business Development. If there is an insufficient number of SBEs, **50%** percent of the dollar volume of such contracts must be subcontracted to qualified certified business enterprises (CBEs). The contractor must; however, make its best efforts to ensure significant SBE participation in the subcontracts.

PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on September 1, 2020 no later than 2:00 p.m. via electronic submission to Contracts and Procurement via email: dgs.goods-services@dc.gov.
- Refer to Section L and M of the RFP and Attachment J.12 – Bid Form/Contractor Compensation.
- **Proposal Organization and Content**
 - Submitted electronically in two (2) parts, titled "*Technical Proposal*" and "*Price Proposal*," and marked as: "Proposal in Response to Solicitation No. DCAM-21-NC-RFP-0006, "Parking Lot Management Services Multiple Lots."
 - **Volume I – Technical Proposal**
 - Cover Page must include official name of the offeror
 - Table of Contents
 - Pages must be numbered consecutively

PROPOSAL SUBMISSION REQUIREMENTS



- Proposals typewritten in 12-point font size
- Submitted in organized manner
 - Relevant Experience and Past Performance of the Contractor and its Team
 - Relevant Experience of the Contractor's Proposed Key Personnel & Staffing
 - Project Management Plan
- Page limit of 100 pages (excluding resumes and/or any exhibits)
- **Volume II – Price Proposal**
 - Submitted as both .xls (Attachment J.12) and .pdf format.
- **Compliance Documents**
 - Section [L.2.10]**

PROPOSAL SUBMISSION REQUIREMENTS



➤ Price Schedule (Attachment J.12)

B.4.1 PRICE SCHEDULE/COMPENSATION

| CLIN | DESCRIPTION | PERIOD | UOM | QTY | SERVICE FEE | EXTENDED MONTHLY CHARGE |
|-------------------------|------------------------------------|-------------|-------|-----|-------------|-------------------------|
| 0001BY1 | PARKING LOT MANAGEMENT SERVICE FEE | BASE PERIOD | MTHLY | 12 | | \$ - |
| 1001OY1 | PARKING LOT MANAGEMENT SERVICE FEE | OY1 | MTHLY | 12 | | \$ - |
| 2001OY2 | PARKING LOT MANAGEMENT SERVICE FEE | OY2 | MTHLY | 12 | | \$ - |
| 3001OY3 | PARKING LOT MANAGEMENT SERVICE FEE | OY3 | MTHLY | 12 | | \$ - |
| 4001OY4 | PARKING LOT MANAGEMENT SERVICE FEE | OY4 | MTHLY | 12 | | \$ - |
| MANAGE FEE TOTAL | | | | | \$ - | \$ - |

| CLIN | DESCRIPTION | PERIOD | UOM | QTY | INCENTIVE FEE % RATE | EXTENDED MONTHLY CHARGE |
|-------------------------|---|-------------|-------|-----|----------------------|-------------------------|
| 0002BY1 | PARKING OPERATIONS INCENTIVE FEE % RATE | BASE PERIOD | MTHLY | 12 | | \$ - * |
| 1002OY1 | PARKING OPERATIONS INCENTIVE FEE % RATE | OY1 | MTHLY | 12 | | \$ - * |
| 2002OY2 | PARKING OPERATIONS INCENTIVE FEE % RATE | OY2 | MTHLY | 12 | | \$ - * |
| 3002OY3 | PARKING OPERATIONS INCENTIVE FEE % RATE | OY3 | MTHLY | 12 | | \$ - * |
| 4002OY4 | PARKING OPERATIONS INCENTIVE FEE % RATE | OY4 | MTHLY | 12 | | \$ - * |
| MANAGE FEE TOTAL | | | | | \$ - | \$ - |

*For the purpose of evaluation only, the Contractor's proposed monthly incentive percentage rate is converted into a dollar value based on a monthly public parking revenues of \$50,000.00. This figure in is no way to be interpreted or construed as an actual, estimate or guarantee and is only posed for the purpose of evaluating the Offeror's total proposed cost to the District.

EVALUATION CRITERIA



➤ Technical Evaluation Factors

| TECHNICAL EVALUATION FACTORS | POINTS |
|---|---------------|
| Factor A: Relevant Experience and Past Performance of the Contractor and its Team | 20 |
| Factor B: Relevant Experience of the Contractor's Proposed Key Personnel & Staffing | 20 |
| Factor C: Project Management Plan | 40 |
| TOTAL MAXIMUM TECHNICAL POINTS ALLOWABLE | 80 |

- **Price** 20 points
- **CBE Preference Points** up to 12 points
- **Total Possible Points** **112 points Max**

EVALUATION CRITERIA



➤ Technical Rating Scale

| 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?



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