

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

Request for Proposals
**CONSOLIDATED MAINTENANCE SERVICES FOR THE DEPARTMENT OF
HUMAN SERVICES (“DHS”) SHORT-TERM FAMILY HOUSING FACILITY AT
WARD 3**

DCAM-20-NC-RFP-0020

Addendum No. 01

Issued: June 30, 2020

This Addendum No. 01 is issued by the Department of General Services (DGS) on June 30, 2020. Except as modified herein, the Request for Proposals (“RFP”) remains unmodified.

Item No. 1 – Pre-Proposal Webinar Conference PowerPoint Presentation

Add/Incorporate: *Exhibit A* to Addendum No. 01 – Pre-Proposal Webinar Conference PowerPoint presentation.

Item No. 2 – Pre-Proposal Webinar Conference Attendance Roster

Add/Incorporate: *Exhibit B* to Addendum No. 01 – Attendance Roster

Item No. 3 – Section C.5.21 in RFP

Delete in its Entirety: All reference to Section C.5.21; the following sections C.1; C.5.19.1.3.1; C.5.19.1.3.2; C.5.19.1.3.3; C.5.19.1.4; C.5.19.1.4.1; and C.5.20.1.2.

Replace With: Section C.5 Requirements – *General Services Level Standards and Agreement* (nos. 1-9).

Item No. 4 – Technical Criteria –Relevant Experience, Correction on Section Nos.

Delete: *M.3.1.1d* Training and Engagement (5 points): This factor will be evaluated based on the following:
a. Offeror shall demonstrate experience developing and delivering technical, hands-on curriculum for building management and facilities maintenance professionals.

Replace With: ***M.3.1.2d*** Training and Engagement (5 points): This factor will be evaluated based on the following:

- a. Offeror shall demonstrate experience developing and delivering technical, hands-on curriculum for building management and facilities maintenance professionals.

Item No. 5 – Technical Criteria –Project Team Qualifications and Resumes, Correction on Section Nos.

Delete:

M.3.1.2 Project Team Qualifications and Resumes (15 points)

M.3.1.2a Organizational Chart (5 points): This factor will be evaluated based on the organizational chart provided by the offeror that describes the strength of the staffing plan, illustrates reporting lines, and names and titles for key participants proposed by the team, including subcontractors if applicable.

M.3.1.2b Resumes (10 points): This evaluation factor considers the education, experience, knowledge, past performance, necessary skills and expertise of the key personnel (as described in Sections [C.5.19.1.3.1; C.5.19.1.3.2; C.5.19.1.3.3; C.5.19.1.4.1; C.5.19.1.4.2; C.5.19.1.4.3]) directly assigned to the project. Offerors shall present resumes and definition of that person's role and planned utilization under this contract. Each key team member (i.e., POM, CE, and MW) must provide the required specific expertise based on their project role.

Replace With:

M.3.1.3 Project Team Qualifications and Resumes (15 points)

M.3.1.3a Organizational Chart (5 points): This factor will be evaluated based on the organizational chart provided by the offeror that describes the strength of the staffing plan, illustrates reporting lines, and names and titles for key participants proposed by the team, including subcontractors if applicable.

M.3.1.3b Resumes (10 points): This evaluation factor considers the education, experience, knowledge, past performance, necessary skills and expertise of the key personnel (as described in Sections [C.5.19.1.3.1; C.5.19.1.3.2; C.5.19.1.3.3; C.5.19.1.4.1; C.5.19.1.4.2; C.5.19.1.4.3]) directly assigned to the project. Offerors

shall present resumes and definition of that person's role and planned utilization under this contract. Each key team member (i.e., POM, CE, and MW) must provide the required specific expertise based on their project role.

Item No. 6 – Technical Criteria –Management Plan, Correction on Section Nos.

Delete:

M.3.1.3 Management Plan (35 points)

Offerors are required to submit details about a management plan. The plan shall address the following at a minimum:

M.3.1.3a Building Operating Plan (10 points): This factor will be evaluated based on the offeror's completeness of the proposed building operating plan. The offeror shall provide draft details about tasks and subtasks, durations, milestones and deliverables that may be included in a phased implementation of this scope of work. The plan should include project management methods that will be used to ensure that time schedules will be met. The plan should include details about the offeror's ability to complete projects on time and within budget, and the ability to provide deliverables as described in the scope of work. The plan should demonstrate a strong capability to manage personnel and sub-contractors. Offeror should demonstrate adequate fiscal management and controls, and well-established quality control processes.

M.3.1.3b Quality Control Plan (QCP) (5 points): This factor will be evaluated based on offeror's ability to address all aspects of ensuring and sustaining a quality control plan per the requirements of the Contract. Offeror shall explain how the firm will assure quality across the project lifecycle, including identification of the best and environmentally safe products, communication with the Department about products, services, and scheduling options.

M.3.1.3c Safety Plan (5 points): This factor will be evaluated based on the quality and strength of offeror's safety plan and shall at a minimum discuss (1) safety procedures to operate and service the Targeted Facility (shelter); and (2) awareness of the building operations.

M.3.1.3d Transition/Mobilization Plans (10 points): This factor will be evaluated based on offeror's approach to

participating in the transition phase-in/out mobilization including staffing and organizational structure, and team members during the phase in/mobilization and phase-out transitions period, training on building systems. The Contractor shall submit a written Phase-In Transition Plan.

M.3.1.3e Staffing Plan (5 points): This factor will be evaluated based on the quality and strength of the staffing plan. Offerors shall provide a description of firm's staffing plan for the entire scope of work for this solicitation, inclusive of the number of persons, proposed duties and site assignment of personnel planned for appointment to this project. This plan shall include a description of the resources/expertise these individuals bring to the project. Indicate the number of years of experience and the number of years with the Offeror's firm for each member of the team. The District reserves the right to exclude any employee access to the targeted shelter facilities based on past criminal or other history that is inappropriate for a residential transition housing facility.

Replace With:

M.3.1.4 Management Plan (35 points)

Offerors are required to submit details about a management plan. The plan shall address the following at a minimum:

M.3.1.4a Building Operating Plan (10 points): This factor will be evaluated based on the offeror's completeness of the proposed building operating plan. The offeror shall provide draft details about tasks and subtasks, durations, milestones and deliverables that may be included in a phased implementation of this scope of work. The plan should include project management methods that will be used to ensure that time schedules will be met. The plan should include details about the offeror's ability to complete projects on time and within budget, and the ability to provide deliverables as described in the scope of work. The plan should demonstrate a strong capability to manage personnel and sub-contractors. Offeror should demonstrate adequate fiscal management and controls, and well-established quality control processes.

M.3.1.4b Quality Control Plan (QCP) (5 points): This factor will be evaluated based on offeror's ability to address all aspects of ensuring and sustaining a quality control plan per the requirements of the Contract. Offeror

shall explain how the firm will assure quality across the project lifecycle, including identification of the best and environmentally safe products, communication with the Department about products, services, and scheduling options.

M.3.1.4c Safety Plan (5 points): This factor will be evaluated based on the quality and strength of offeror's safety plan and shall at a minimum discuss (1) safety procedures to operate and service the Targeted Facility (shelter); and (2) awareness of the building operations.

M.3.1.4d Transition/Mobilization Plans (10 points): This factor will be evaluated based on offeror's approach to participating in the transition phase-in/out mobilization including staffing and organizational structure, and team members during the phase in/mobilization and phase-out transitions period, training on building systems. The Contractor shall submit a written Phase-In Transition Plan.

M.3.1.4e Staffing Plan (5 points): This factor will be evaluated based on the quality and strength of the staffing plan. Offerors shall provide a description of firm's staffing plan for the entire scope of work for this solicitation, inclusive of the number of persons, proposed duties and site assignment of personnel planned for appointment to this project. This plan shall include a description of the resources/expertise these individuals bring to the project. Indicate the number of years of experience and the number of years with the Offeror's firm for each member of the team. The District reserves the right to exclude any employee access to the targeted shelter facilities based on past criminal or other history that is inappropriate for a residential transition housing facility.

All other terms and conditions remain unchanged.

Kimberly Gray
Supervisory Contract Specialist | Contracting Officer
Goods & Services

Date

- End of Addendum No. 01 -