

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

**Request for Proposals (“RFP”)  
Storm Water Runoff Management  
Solicitation No. DCAM-18-NC-0025  
Pre-Proposal Conference  
Thursday, January 25, 2018 @ 11:00 A.M. EST**

**AGENDA**

1. **Welcome/Introductions**
  - Contracts & Procurement
  - Office of Safety and Health
  
2. **Procurement Schedule**
  - Issue RFP ..... January 19, 2018
  - Pre-proposal Conference..... Thursday, January 25, 2018 at 11:00 A.M.
  - Last Day for Questions/Clarifications..... Monday, February 5, 2018
  - Proposals Due .....Tuesday, February 20, 2018 by 2:00 P.M. ([Section L.3.1](#))
  
3. **Project Description/Requirements**
  - Set-Aside (SBE) Market Participation
  - Small to medium sized storm water runoff management projects
  - Indefinite Delivery Indefinite Quantity (IDIQ) type of contract based on time and materials with a cost reimbursement component for materials; a maximum 10% mark-up on cost of materials allowed
  - Task Order Process/Task Order Pricing
  - Applicable Documents
  - Key Personnel
  
4. **Proposal Submission Requirements ([Section L](#))**
  - The Technical Proposals and Price Proposals are to be individual submissions.
  - One (1) identifiable Original proposal and three (3) hard copies for both the Technical and Price Proposals.
  - Proposals should be on 8.5 x 11” paper and bound, submitted in a 3-ring binder with each section separated by tabs; original proposals shall be single-sided and copies may be double sided.
  - Include a USB Flash Drive with soft copies of both the Technical Proposal and Price Proposal.
    - The electronic Price Proposal submission must be in an MS Excel file.
  - Separately Package Technical Proposals and Price Proposal in sealed envelopes conspicuously marked:
    - **DCAM-18-NC-0025 Technical Proposal – Storm Water Runoff Management**
    - **DCAM-18-NC-0025 Price Proposal – Storm Water Runoff Management**
  
5. **Evaluation Criteria ([Section M](#))**
  - Relevant Experience & Past Performance of Team (30) [Section L.2.2.1](#)
  - Relevant Experience of Key Personnel (20) [Section L.2.2.2](#)

- Project Management Plan (30) Section L.2.2.3
- Price (20)
- Up-to (12) CBE Preference Points

6. **Questions**

- Note: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted by potential Offerors in writing no later than ***Monday, February 5, 2018*** in order to generate an official answer. Official answers will be issued by an Addendum to this RFP and posted on the DGS website at [www.dgs.dc.gov](http://www.dgs.dc.gov).