

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**

**Construction Management Services for IDIQ
Solicitation No.: DCAM-15-CS-0097 Amendment No. 5**

Issued: June 19, 2015

This Amendment No. 5 is issued and hereby published on the DGS website on June 19, 2015. Except as modified hereby, the Request for Proposals ("RFP") remains unmodified.

Item #1 Questions and Answers

Please see attached responses to questions dated June 8, 2015. (Attachment No.1 to this amendment)

Item #2 Section B Scope of Work

Delete:

Section B.2 – B.3.6

Insert:

Revised B.2 – B.3.6 (Attachment No.2 to this amendment)

Item #3 Section D Evaluation and Award Criteria

Delete:

Section D.1

Insert:

Revised Section D.1 (Attachment No.3 to this amendment)

Delete:

Section D.7 – D.10

Insert:

Section D.7 – D.10 (Attachment No.3 to this amendment)

Item #4 Section E Proposal Organization and Submission

Delete:

- E.4.1.2 Relevant Experience and Capabilities (25 Points)**
- E.4.1.3 Project Management Plan (30 Points).**
- E.4.1.4 Key Personnel (25 Points).**
- E.4.2.1 Price (20 Points)**

Insert:

- E.4.1.2 - Relevant Experience and Capabilities (25 Points)**
- E.4.1.3 - Project Management Plan (15 Points).**
- E.4.1.4 - Key Personnel (20 Points).**
- E.4.2.1 - Price (40 Points)**
(Attachment No.4 to this amendment)

Item #5 F.3 Explanations to Prospective Offeror

Delete:

Requests shall be directed to Jamar Spruill at jamar.spruill@dc.gov no later than June 8, 2015.

Insert:

Requests shall be directed to Jamar Spruill at jamar.spruill@dc.gov no later than June 23, 2015

Item #6 Attachment A Offer Letter

Delete:

Exhibit 1 (Price Breakdown Form)

Insert:

Please see revised Exhibit 1 (Bid Form) (Attachment No.5 to this amendment)

Supporting Documents:

- Attachment 1-Responses to Questions (Dated June 8, 2015)
- Attachment 2-Revisions to Section B
- Attachment 3-Revisions to Section D
- Attachment 4-Revisions to Section E
- Attachment 5-Revised Exhibit 1-Bid Form and Labor Category Descriptions

By:



James Marshall
Supervisory Contracting Specialist

Date:

6.19.15

Attachment 1

Responses to Questions
(Dated June 8, 2015)

**Responses to Questions
(Dated June 8, 2015)**

No.	RFP Section Reference	Question	Response
1	A.4	For the firm(s) selected, how are projects issued between selected CMs and is there additional pricing or bidding required beyond this RFP?	Please see Section A.4 of RFP
2	A.5	Please provide the "Form of Contract" as noted in paragraph A.5 of the RFP.	Form of Contract will be issued in an Addendum at a later date.
3	B	The RFP states the CM and AA need to work 40 hours per week. This implies they will serve as staff augmentation to DGS thus needing to be available for full time assignment. The title of the CM IDIQ implies this is an "On-Call" CM IDIQ task order contract. The only need for full time assignment will be based on what the task order is and how the proposer intends to staff the assignment. Correct	Please see revised B.2 Qualifications
4	B	Referencing B.2.1 (Qualifications), does the Construction Manager need to be PMP Certified at the time of proposal submission or Award? Currently, the exam is scheduled for 6/22/15. Exam results will be known the same day and can be forwarded to you then. Will this be acceptable?	Please see revised B.2 Qualifications
5	B	Paragraph B.2.1 requires that the Construction Manager hold at a minimum a Bachelor of Science Degree in Engineering or Construction Management. Please confirm that a Bachelor's of Science in Architecture will also qualify.	Please see revised B.2 Qualifications
6	B	The RFP specifically states the minimum qualifications of the CM and AA. I can assume the answer but does that mean that only CMs and AAs with those minimum skills should be submitted or just the CM and AA who are the "key personnel" be submitted. In other words, does 2 people need to meet the minimum or does my entire team. Also, are there minimum requirements for the other positions listed in Attachment A	All resumes submitted should reflect requirements stated in RFP. Please see revised B.2 Qualifications

7	B.2.3	Please confirm that the term "CM" in B.2.3 refers to the Construction Management Firm and not the individual Construction Project Manager. It's unlikely an individual could provide full-time management of three Silver LEED projects of the size and scope presented in the pre-bid conference in just five years, unless they only worked on the project(s) for a short period of time.	Please see revised B.2 Qualifications
8	B.2.3	Section B.2.3. of the RFP requires that experience with 3 LEED Silver projects must all have been within the past 5 years. Almost all of our staff have extensive experience with multiple projects achieving LEED Silver and higher but those projects have been large in scale and long in duration. In some cases our staff have worked on single LEED projects 4-8 years in duration, making it impossible to have experience with 3 within 5 years. Can this requirement be changed to 10 years?	Please see revised B.2 Qualifications
9	B.3.4	In B.3.4 please confirm if "having access to" means owning and/or holding licenses for the listed software.	DGS will provide usernames and passwords to access Prolog only.
10	C	For the DOES First Source Employment Agreement that is required in our response to the RFP, what should be entered for Total Contract Amount, Employer Contract Amount, Project name, address and start dates, etc.?	First Source will apply to Task Orders.
11	C	For the DOES First Source Employment Agreement that is required in our response to the RFP, is a DC Apprenticeship Council Registration Number required?	No.
12	C	For the DOES First Source Employment Agreement that is required in our response to the RFP, does the form need to be signed by the Associate Director for First Source prior to the submission of our proposals or does it happen after contract award?	No.
13	C	Are any submissions or attachments (e.g., First Source Employment Agreement or CBE certification) required for the proposed subcontractors?	First Source will apply to Task Orders, CBE's will receive additional

			preference points, please see Section C of RFP
14	C.2	Referencing C.2 (Subcontracting Requirements), does the Subcontracting Plan (Attachment I) need to include all companies providing hourly rates for Labor Categories not performed in-house included on the Price Breakdown Form?	Subcontracting Plan will apply to Task Orders, not required for Proposal submission.
15	C.2 and C.2.1.2	Paragraphs C.2 and C.2.1.2 require submission of a subcontracting plan; but, the subcontracting plan is not listed in Section E. Is it required to be submitted with this proposal, or with task order proposals over \$250K? If with this proposal, should it be included in Volume 1 or 2?	Subcontracting plan will not be required for Proposal submission; will apply to Task Orders over \$250,000
16	C.2.1.2	Section C.2.1.2 implies that we should include a Subcontracting Plan if applicable, but the submission instructions appear to be silent on the matter. Given that the Subcontracting Plan refers to specific dollar amounts, are they only required on a per Task Order basis for an IDIQ?	Subcontracting Plan will apply to Task Orders, not required for Proposal submission.
17	C.3.1	Referencing C.3.1 (Residency Hiring), please confirm this will be a requirement.	Residency Hire will apply to Task Orders over \$300,000
18	C.3.2	Referencing C.3.2 (1st Source Agreement), please confirm this will be a requirement.	1st Source Agreement will apply to Task Orders over \$300,000
19	D.6	Regarding section D.6 (Non-responsive Pricing), in advance of deeming a proposal non-responsive for exceeding the independent government estimate; will the government notify and allow the contractor to revise their pricing?	No.
20	D.8	Regarding item D.8.b, other than Prolog, please clarify the types of web-based construction management tools and applications DGS anticipates utilizing in performance of this contract.	DGS will provide usernames and passwords to access Prolog only.
21	D.8	There is a page limit on the Project Management Plan of 20 pages. Is this just for the PMP or is the entire submittal limited to 20 pages. If not, what are the page limits of the other sections and the entire submittal.	PMP has a 20 page limit

22	D.8	You reference DGS forms will be used, part of my PMP plan is demonstrating my knowledge of CM practices which involves use of forms I have created throughout the years. Can I show these in an exhibit section or are you not allowing extra information.	Yes, please provide in an Exhibit.
23	D.9	The RFP specifically states you just want to see the credentials of the CM and AA. Does this mean all of the resumes of the CMs and AAs proposed or just the ones we are calling “the key personnel”. In other words multiple resumes or just 2.	Please see revised Section D.9
24	E4.1.1	Regarding E4.1.1 “Current workload”. Please provide clarification and the information requested?	Please list current Projects that would affect the Firms availability for future DGS projects.
25	Offeror Letter	Referencing Price Breakdown Form, please provide additional description/ roles anticipated for the following Labor Categories:	The Labor categories and qualifications have been clarified, see revised Section B.2 and revised Exhibit 1 (Bid Form)
26	Offeror Letter	a. 0104 – Project Manager(s), Sr. (CM or Architect?)	Please see revised Exhibit 1 (Bid Form)
27	Offeror Letter	b. 0105 – Project Manager(s) (CM or Architect?)	Please see revised Exhibit 1 (Bid Form)
28	Offeror Letter	c. 0120 – Administrative Assistant (Duplicate listed on 0102)	Please see revised Exhibit 1 (Bid Form)
29	Offeror Letter	d. 0123 – Building Activation Specialist	Please see revised Exhibit 1 (Bid Form)
30	Offeror Letter	e. 0124 – Expeditor (vs. 0109 Permit Expeditor)	Please see revised Exhibit 1 (Bid Form)
31	Offeror Letter	Referencing Price Breakdown Form, Please clarify that the CM is obtaining hourly rates of separate third party consultants with the intention that the CM will hold these contracts and not DGS and therefore the CM should include overhead and profit on top of their rates?	Please provide fully loaded rates.
32	Offeror Letter	Referencing Price Breakdown Form, please confirm if third party consultant information is required for Labor Categories not performed in-house.	Yes.

33	Offeror Letter	Attachment A calls for rates of 20 or so other people who may be used on this contract. Does this mean you want to see the resumes of 1 to 2 people for each position we may propose someone for. If you don't want the resumes of the attachment A folks, this implies you are awarding the job based on the experience of the CM and AA	Please see revised Section B.
34	Offeror Letter	On the rate sheets (Exhibit 1) for the Form of Offer the position Administrative Assistant is listed twice. Please clarify. Is one of those positions the Administrative Assistant position required to have 10 years of Prolog experience and the other is more typical Administrative Assistant position?	Please see revised Exhibit 1 (Bid Form).
35	Offeror Letter	Regarding Attachment A, please confirm we are to submit fully loaded hourly rates for Construction Manager and Administrative Assistant in addition to the 25 supplemental labor categories listed.	Correct. Please see revised Exhibit 1 (Bid Form).
36	Offeror Letter	Please confirm, Attachment A is the only pricing sheet to be used in response to this solicitation.	Attachment A is the only pricing sheet.
37	Offeror Letter	Please confirm resumes are not required for all the Labor Categories on Exhibit 1. The only resumes requested are the Construction Manager and Administrative Assistant.	Please see revised Section D.9
38		Is there an estimated date for Award of this contract?	No
39		In the event we are awarded this contract, will the successful awardee be disqualified from bidding on similar DGS contracts for Construction Management Services?	No
40		Per the pre-proposal meeting, can you confirm that the annual cap for the IDIQ Services is \$950,000?	Annual cap will be \$950,000
41		What is the maximum value of each contract on an annual basis?	Annual cap will be \$950,000
42		Will there be more than one contract awarded. If so, how many?	DGS has not decided.
43		Please confirm that hourly rates and the total required on each rate sheet is the only pricing that will be evaluated.	Correct.

44		If onsite services are requested, will GC be responsible for providing and paying for all cost of fully furnished and separate onsite work trailer for CM/DGS, including set-up/dismantle and utilities?	Trailer or Office space is the responsibility of the GC.
45		Are there any incumbents? If so, who are they?	Smoot Construction Jacobs Project Management Co Heery International CH2M Hill STV/Delon Hampton & Associates Joint Venture
46		Who are the incumbents that held this contract previously?	Smoot Construction Jacobs Project Management Co Heery International CH2M Hill STV/Delon Hampton & Associates Joint Venture

Attachment 2

Revisions to Section B

REVISIONS TO SECTION B

B.2 Qualifications:

B.2.1 The CM firm must have demonstrated knowledge and proven record of successfully managing the entire life cycle of a construction project ranging from design inception to project closeout and turnover.

B.2.2 The CM firm shall present and document the depth and professional credentialing of its staff, including the designated key personnel.

B.2.3 The CM firm must demonstrate its capabilities in utilizing industry standard Project Management Control tools, specifically Prolog, P6, MS Projects, Timberline and RSMeans.

B.2.4 Key Personnel: The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the CM shall notify the Contracting Officer at least thirty (30) calendar days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The CM shall not reassign these key personnel or appoint replacements, without written permission from the CO.

B.3 Summary Responsibilities:

B.3.1 When directed by DGS, the CM shall provide staff to successfully coordinate, manage, and oversee all on-site construction operations. The CM shall act as an extension to the DGS to ensure the project is properly constructed, on time, and on budget.

B.3.2 The CM shall provide their assigned staff with all equipment and supplies necessary to fulfill the requirements described in this Section B, including but not limited to a cell phone/email device, a laptop computer with wireless internet connection, a printer with wireless connection, and any typical equipment used by a CM in the fulfillment of their responsibilities. The cost for such equipment shall be included in the Offeror's fully loaded Fixed Hourly Rates.

B.3.3 In providing services under this Agreement, the CM shall provide services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

B.3.4 *Intentionally left blank*

B.3.5 *Intentionally left blank*

B.3.6 The DGS Project Manager is referred to later in this document as "PM"

Attachment 3

Revisions to Section D

REVISIONS TO SECTION D

D.1 Selection Criteria

Proposals will be evaluated in accordance with this Section D of this RFP. The following evaluation criteria will be used:

- Relevant Experience and Capabilities (25 points)
- Project Management Plan (15 points)
- Key Personnel (20 points)
- Price (40 points)

D.7 Relevant Experience and Capabilities (25 Points)

The Department desires to engage a Contractor with the experience necessary to successfully complete the required work as described in Section B of this RFP. The Offeror shall submit the following to demonstrate the Offeror's relevant experience and capability;

- a) A description of a minimum of five (5) projects completed within the last 5 years detailed to include the following that best illustrate the Offeror's experience and capabilities:
 1. Project name and location;
 2. Name, address, contact person and telephone number for owner reference;
 3. Description of the work performed by the Offeror; including comparisons to the work of this solicitation and Offeror's role on the project;
 4. Completed size in SF;
 5. Time period of the construction;
 6. Indicate total staff assigned to each project
 7. Identification of personnel involved in the selected projects who are proposed to work on this project; and
 8. Award and final construction cost (provide actual figures for completed projects).
- b) Provide a staffing table listing the following:
 - a. Total number of employees
 - b. Total number of Sr. Project Managers
 - c. Total number of Project Managers
 - d. Total number of support staff (schedulers, estimators)
 - e. Listing of in-house Project Management Tools
- c) Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms (Attachment H) are completed and submitted on behalf of the Contractor directly to Jamar Spruill jamar.spruill@dc.gov by the due date for proposals (E.3).

D.8 Project Management Plan (15 Points).

Offeror's shall submit a detailed Project Management Plan (PMP) which reflects a clear understanding and knowledge of the Construction Management services proposed in Section B "Scope of Services". At a minimum Offeror's PMP shall include:

- a) PMP shall include the methodology and overall approach to meeting the project requirements. Include specific discussion on change orders, RFI and quality assurance and quality control management. The PMP shall not exceed 20 pages in length.
- b) Describe the capability and experience of the firm and team on using web-based construction management tools and applications. Detail systems used, developed, and implemented at similar sized construction projects.
- c) Identify the key personnel and their specific roles in managing the Project;
- d) Describe the process and identify any impediments that must be overcome to ensure the project(s) is successfully completed on time and on budget.

D.9 Key Personnel (20 Points).

Offeror shall assign personnel with experience in completing similar projects on-time and on-budget. The availability and experience of the key personnel will be evaluated as part of this element. The Offeror shall at a minimum:

- a) Provide detailed resumes that discuss the experience and qualification for each key personnel. The following labor categories are identified as Key Personnel: (i) Principle/Construction Executive, (ii) Cost Estimator and (iii) Scheduler.
- b) Additionally, provide sample resumes of three (3) Sr. Project Managers who have been employed by the firm for over 3 years.

D.10 Attachments.

Offeror shall include the following attachments in their Technical Proposal:

- a) Disclosure Statement - Each Offeror shall submit a Disclosure Statement (Attachment B);
- b) Tax Affidavit - Each Offeror shall submit a tax affidavit (Attachment C). In order to be eligible for this procurement, Offeror must be in full compliance with their tax obligations to the District of Columbia government; and

Attachment 4

Revisions to Section E

REVISIONS TO SECTION E

E.4.1.2 - Relevant Experience and Capabilities (25 Points)

E.4.1.3 - Project Management Plan (15 Points).

E.4.1.4 - Key Personnel (20 Points).

E.4.2.1 - Price (40 Points)

Attachment 5

Revised Exhibit 1-Bid Form and Labor Category Descriptions

LABOR CATEGORY DESCRIPTIONS

CONTRACTOR EMPLOYEE QUALIFICATIONS: The following minimum qualifications are required for each of the labor categories required on the contract.

Principal/ Construction Executive (Key Personnel): A senior executive with extensive experience in real estate and construction management fields organizing and managing large or medium building construction projects of similar complexity and magnitude.

Senior Project Manager: Qualified professional with over 7 year experience in the construction management field organizing and managing large or medium building construction projects of similar complexity and magnitude. In addition, the candidates for this position shall be a registered professional (i.e. RA, PE, PMP, CCM).

Project Manager: Qualified Architect or Construction Manager with 3 to 7 year experience in organizing and managing large or medium building construction projects of similar complexity and magnitude.

Project Engineer: Qualified professional with Structural, Mechanical, Plumbing and/or Electrical engineering with related experience with medium to large building construction projects of similar complexity and magnitude.

Specification Writer: Qualified professional with 3 to 5 year experience in this field with related experience utilizing MasterSpec for medium to large building construction projects of similar complexity and magnitude.

Permitting Expeditor: Qualified professional in this field, with extensive related experience in coordinating, managing and expediting approvals and services with authorities having jurisdictions (AHJ's); including but not limited to DCRA, DDOE, DDOT, PEPCO, DC Water and Washington Gas. This candidate shall have a minimum of 3 year experience in this field.

Cost Estimator (Key Personnel): Qualified certified professional in this field with related cost estimating, claims analyses and construction change order estimating experience in large or medium building construction projects of similar complexity and magnitude.

Scheduler (Key Personnel): Qualified certified professional in this field with a minimum of 5 year of experience in construction project scheduling with Government and/or commercial contracts, utilizing Primavera 6. The candidate must have experience with Work Breakdown Structures, Critical Path Method, delay claims and time impact analysis (TIA) and cost loading methods.

Project Controls Specialist: Qualified professional with 3 to 5 years experience managing RFI logs, submittal schedules and Logs and change order request logs. The candidate shall be experienced utilizing Prolog for medium to large building construction projects of similar complexity and magnitude

Project Claims Analyst: Qualified professional in this field with related experience in large or medium building construction projects of similar complexity and magnitude.

Administrative Assistant: Qualified professional with extensive clerical, file management, word processing and general office administration experience. This candidate shall have experience utilizing Microsoft Office Suite, and Adobe Suite in support of medium to large building construction projects of similar complexity and magnitude.

Security Systems Contractor: Qualified professional in this field with related experience in large or medium building construction projects.

Noise/Acoustical Engineer, Sr.: Qualified professional engineer in this field with related experience in large or medium building construction projects of similar complexity and magnitude.

Network/Communications Engineer: Qualified professional in this field with related experience in large or medium building construction projects

Energy/LEED Certified Engineer: Qualified LEED accredited professional in this field with related experience in large or medium building construction projects and familiarity with the certification requirements as outlined by the United States Green Building Council. As a minimum, this person shall have completed at least 2 projects that achieved LEED certification.

Quality Control Superintendent: Qualified professional in this field with related experience in large or medium building construction projects of similar complexity and magnitude.

General Site Civil Inspector: Qualified professional in this field with extensive related experience in large or medium building construction projects of similar complexity and magnitude.

Interior Finishes Inspector: Qualified professional in this field with extensive related experience in large or medium building construction projects.

M/E/P Inspector: Qualified professional in this field with extensive related experience in large or medium building construction projects of similar complexity and magnitude

Safety/OSHA Inspector: Qualified certified professional in this field with extensive related experience in large or medium building construction projects.

Building Activation Specialist: Qualified professional in this field with related experience in large or medium building construction projects

Move Coordinator: Qualified professional in this field with related experience in large or medium building construction projects.