

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



D.C. DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

**DESIGN-BUILD SERVICES
BRUCE-MONROE ELEMENTARY SCHOOL AT PARK VIEW**

November 22, 2016

Proposal Due Date: December 22, 2016 by 2:00 p.m.

Preproposal Conference: December 1, 2016 at 10:00 a.m.

to be held at:

**Department of General Services
1250 U St, NW
Washington, DC**

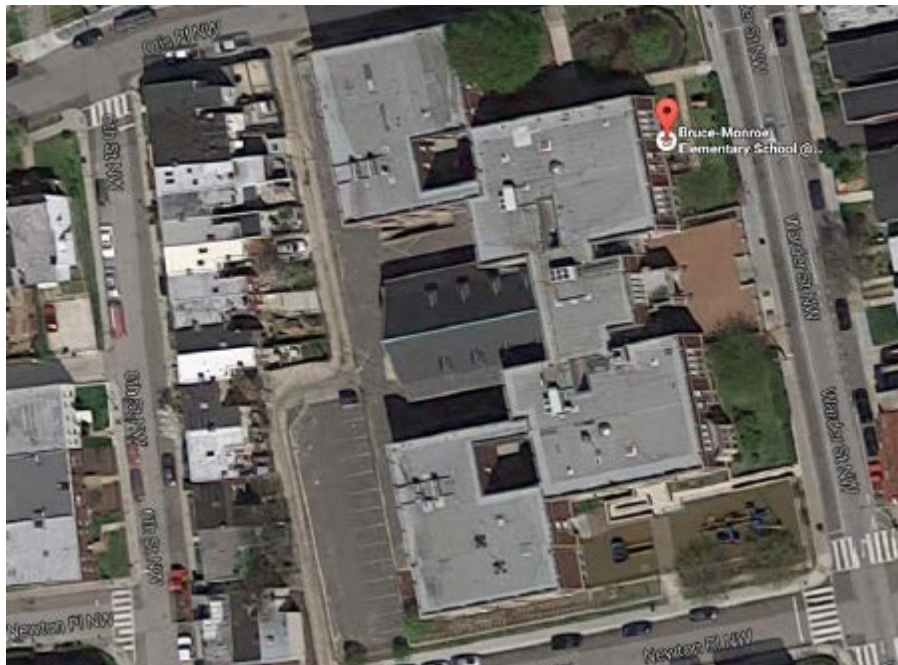
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Solicitation Number: DCAM-17-CS-0023

Executive Summary

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals (“RFP”) to engage a design-builder to perform limited interior and site renovations at Park View Elementary School also known as Bruce-Monroe Elementary School at Park View (“Bruce-Monroe”) located at 3650 Warder Street, NW, Washington, D.C. 20010. In general, the renovations will include expansion and renovation of the kitchen/cafeteria space, site work, a new elevator and new HVAC systems.

The original sixteen room school, designed by municipal architect Snowden Ashford in the Collegiate Gothic Style, was constructed in 1916. Two (2), two-story wings, built in 1931, are located at the northwest and southwest corners of the original 1916 classroom wings. The original school and its later wings were built in a stylistically compatible manner, making the entire school appear as if it were constructed in one phase. The building is listed on the National Register of Historic Places (Reference Number 13000213) and must be modernized in a manner that is consistent with its special historical status.



The building underwent a Phase 1 modernization in 2012. That project focused on renovating the classrooms including a computer lab, art room, music room, the main office, some of the bathrooms, and upgrading or replacing building systems like power distribution, HVAC systems, and the fire alarm. Capital funding has been allocated to modernize and expand the kitchen and cafeteria and eliminate the steam heating systems that remain in parts of the building. The current kitchen/cafeteria is located in what was the girl’s gymnasium in the southwest wing (see *Figure 1* below). The current kitchen is a small, unenclosed warming kitchen located on the south side of the cafeteria. Neither the kitchen nor the cafeteria meet the District of Columbia Public Schools (“DCPS”) design guidelines for student dining and food service spaces. The current Bruce-Monroe at Park View Educational Specifications are included as **Attachment A**.

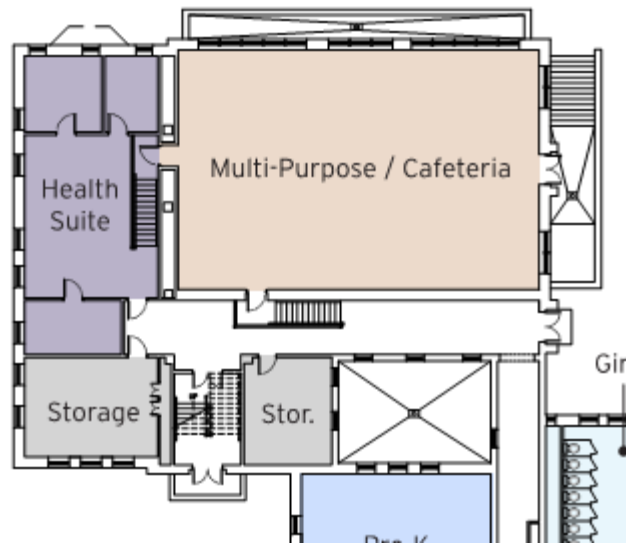


Figure 1 Cafeteria Space Circa 2012

The Design-Builder, in consultation with the Bruce-Monroe school staff, DCPS home-office staff, the Department and the Program Manager, and consistent with the program requirements outlined in the Education Specifications and the Department's budget, will be required to develop a design for, and to reconfigure, renovate, and expand the cafeteria space to create a full cooking kitchen, server, and student dining area with storage. The architect responsible for the Phase 1 Modernization design created a concept for the kitchen and cafeteria modernization (see *Figure 2*). This concept creates a kitchen in the space adjacent to the cafeteria by lowering the elevation of the structure to match the cafeteria floor elevation and re-grading the parking lot to create a loading dock. The spaces available in the proposed concept are not sufficient to meet the Educational Specifications space requirements. The Design-Builder will be required to create a new concept that meets the Educational Specifications and that is acceptable to the DC State Historic Preservation Office (SHPO) and the U.S. Commission of Fine Arts (CFA). The Department anticipates that this effort will require demolition of the existing floor slab in several rooms and lowering that slab to the elevation of the existing cafeteria (the former girls' gymnasium). Creating the kitchen space will require excavation of the entire kitchen area and underpinning the existing foundations. The work will also include the regrading of the existing parking lot to create a loading dock for the new kitchen.



Figure 2 Proposed Kitchen and Cafeteria Concept 2012

A limited use/limited application elevator services the current kitchen/cafeteria and provides ADA access to the space. However the elevator is insufficiently sized and poorly located to adequately handle the increased deliveries needed for a full cooking kitchen. This elevator will need to be demolished and a 4,000 lb. elevator incorporated into the new design for the space.

With the addition of a loading dock DGS anticipates that the general parking layout and traffic flow will need to be revised. The selected Design-Builder will be required to address this aspect of the exterior design, to provide new site fencing, and to relocate the existing dumpster/compactor as part of the new design layout.

In addition to modernizing the kitchen and cafeteria the Design-Builder will be required to design and install new HVAC systems for the portions of the building still served by steam heat and window air conditioners. The new HVAC system should be similar to the new systems installed during the 2012 modernization, i.e. variable refrigerant flow and packaged dedicated outdoor air systems. The design drawings for the 2012 modernization are included as **Attachment B**.

Finally, the Design-Builder will be required to design and construct the temporary kitchen/cafeteria swing space (“Swing Space”) in time for the beginning of the 2017-2018 school year. The former boys’ gymnasium located in the northwest wing will be used for the Swing Space, and a dedicated HVAC system for that space will have been installed by others by the time the Design-Builder is ready to start construction.

The renovation shall be designed in such a way so as to meet the Department’s programmatic requirements as set forth in the Educational Specifications; the Department’s Project Budget as set forth in **Section A.1** below (*i.e.* designed to budget); to allow for Substantial Completion of the work to be achieved no later than July 27, 2018.

Through this solicitation, the Department is seeking proposals from design-build teams to develop a design for the renovation through a collaborative design process with the Department and DCPS; to engage in extensive preconstruction efforts to ensure that the design is developed in a manner consistent with the Department's goals for the renovation; to solicit competitive trade bids for the construction work and to develop an acceptable guaranteed maximum price and corresponding scope and schedule for the work; and to implement the requisite construction and other work necessary to achieve Substantial Completion of no later than July 27, 2018 (the "Project").

A.1 Project Budget

The Department's budget for this Project is approximately \$10.8 million (the "Project Budget"). The Project Budget is intended to cover all costs other than the Excluded Costs defined in **Section A.4.6** of this RFP. For the avoidance of doubt, the Project Budget includes the Design-Builder's fees and general conditions as well as the costs of design services.

A.2 Project Schedule

The renovation needs to be completed and available for occupation by DCPS no later than July 27, 2018. The Department contemplates that construction will begin in December of 2017.

	2016		2017												2018							
Activity	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
Notice of Award																						
Concept Design Phase																						
Schematic Design Phase																						
Design Development Phase																						
Trade Bidding																						
GMP Formation/Negotiation																						
Early Release Work																						
Construction																						
Turn Over																						
Close-Out																						

Further, the Department has established the following preliminary milestone dates for the design phase. While the Department is amenable to shifting the interim design milestones dates, the Department requires that the permit set of design documents, which will serve as the basis for the Design-Builder's GMP, be completed no later than October 13, 2017. Any shift in the interim design milestones dates must provide for the durations for DCPS and DGS design reviews reflected in the milestone schedule below.

Milestone	Duration in Weeks		Milestone Date
Issue DB Solicitation	4		November 22, 2016
DB Proposal Due	4		December 22, 2016
Notice of Award	8		January 20, 2017
Notice to Proceed	1		January 27, 2017
Concept Design Phase	4		February 17, 2017
DCPS Program Confirmation/Design Review	2		March 3, 2017
Final concept design submission	3		March 24, 2017
Present Concept Design to community/SIT/ANC	0		March 24, 2017

Milestone	Duration in Weeks		Milestone Date
HPRB/CFA	10		June 2, 2017
Execute Definitized Contract with Target GMP & send to Council for Approval			June 30, 2017
Council Approval of Target GMP			July 12, 2017
Schematic Design Submission	6		July 14, 2017
DCPS Program Confirmation/Design Review	2		July 28, 2017
Builder's Initial budget estimate (concurrent with Program Confirmation)	2		July 28, 2017
Scope Reconciliation (if necessary)	2		August 11, 2017
Design Development Submission	6		September 8, 2017
DCPS Design Review	2		September 22, 2017
Permit Set	5		October 13, 2017
Trade Bidding (partially concurrent with Design Review)	4		November 10, 2017
HPRB Final Approval	0		December 15, 2017
GMP Negotiations & Execution of GMP Amendment	5		December 15, 2017
Construction Documents	8		November 17, 2017
<i>Substantial Completion</i>	32		July 27, 2018

A.3 Fee & General Conditions Bid

This is a fee and general conditions type bid. Offerors are **not** required to submit trade costs or a proposed GMP with their proposals. Those costs will be developed later in the project in accordance with the procedures set forth in **Section B** of this RFP, and the resulting contract will be a cost plus award fee type contract as outlined in **Section A.4** of this RFP. Offerors are advised, however, that adjustments will only be made to the fee and general conditions bid should the overall Project size increase by more than 10% above that described in this RFP or if the Department elects to delay or extend the Project schedule beyond that described herein for reasons other than delay caused by the Design-Builder, and in such an instance, only in accordance with the terms of the resulting contract, the form of which is set forth as **Attachment N**.

Offerors are to quote the cost elements outlined below. Each Offeror shall complete and submit with their proposal a copy of the pricing sheet set forth as **Attachment D**. The pricing sheet shall be submitted as part of Volume 2 (i.e. the price proposal) as more fully described in **Section E** of this RFP.

A.3.1 Design-Build Fee

Offerors must quote a Design-Build Fee. The Design-Build Fee should include the Offeror's overhead and profit as well as the costs associated with the preconstruction efforts, outlined in **Section B** below, in furtherance of the Project. A portion of the Design-Build Fee bid by the Offeror will be allocated to the Preconstruction Phase as outlined in **Section A.4.1** below, and further, a portion of the Design-Build Fee shall be "at risk" and shall be available to be earned by the Design-Builder based on its performance relative to the metrics established in **Section A.4.4** below.

A.3.2 Design Fee

Offerors must quote a Design Fee. The Design Fee should cover all costs associated with design services in furtherance of the Project, including, but not limited to, all architectural and engineering services, specialty design subconsultants, surveyors and industrial hygienists. The cost of design services shall be reimbursable as outlined in Section A.4.2.2 of the RFP, however, the Design Fee shall serve as a line item guarantee for the cost of design services. The Design Fee should include all design costs through project close-out (i.e. design services during the design phase as well as the construction phase of the Project).

A.3.3 General Conditions Budget

Offerors must quote a General Conditions Budget. Like the Design Fee, the General Conditions Budget bid by the selected Offeror shall serve as a line item guaranteed for the Cost of General Conditions as such term is defined in Section A.4.3 of this RFP.

A.4 Compensation

The contract resulting from this RFP will be a cost plus an award fee type of contract with a guaranteed maximum price.

A.4.1 Design-Build Fee

The Design-Builder's compensation shall consist of the Design-Build Fee bid by selected Offeror. In addition, the Design-Builder shall be entitled to recover at cost and without mark-up its Costs of General Conditions as that term is defined in Section A.4.3 subject, however, to the Maximum Cost of General Conditions, as outlined in Section A.4.4. Entitlement to the Design-Build Fee shall be determined as set forth in this Section.

A.4.1.1 Base Design-Build Fee. The Design-Build Fee shall be divided into two categories. Sixty percent (60%) of the Design-Build Fee shall be referred to as the Base Design-Build Fee and the remaining forty percent (40%) shall be used to fund the Award Fee Pool.

Fifteen percent (15%) of the Base Design-Build Fee shall be allocated to the Design & Preconstruction phase of the Project, eighty five percent (85%) of the Base Design-Build Fee being allocated to the Construction Phase.

The portion of the Base Design-Build Fee allocated to the Preconstruction Phase shall be paid in equal monthly installments over the anticipated duration of the Preconstruction Phase. The portion of the Base Design-Build Fee allocated to the Construction Phase shall be paid in equal monthly installments over the anticipated duration of the Preconstruction Phase. To the extent that the contract duration is extended, the then remaining amounts of the Base Design-Build Fee will be re-allocated such that the then existing portion of the Base Design-Build Fee allocated to each phase shall be evenly spread over the then remaining duration of the phase.

A.4.1.2 Award Fee Pool. Forty percent of the Design-Build Fee shall be used to fund the Award Fee Pool. Within sixty (60) days after award, the selected Offeror and the Department shall appoint a committee that will determine entitlement to those portions of the Award Fee Pool so designated below (such committee, the “Award Fee Evaluation Committee”). The Award Fee Evaluation Committee will consist of: (i) the Department’s Deputy Director for Capital Construction; (ii) a senior representative from DCPS; and (iii) a senior member of the Program Management team that is not involved in the day-to-day management of this Project that is acceptable to both Parties. The Design-Builder shall be entitled to amounts within the Award Fee Pool as follows:

A.4.1.2.1 If a GMP that is consistent with the Approved Concept Design Estimate is agreed upon by the Design-Builder and the Department no later than December 15, 2017, the Design-Builder shall earn twenty five percent (25%) of the Award Fee Pool.

A.4.1.2.2 The Design-Builder shall be eligible to earn up to twenty five percent (25%) of the Award Fee Pool based on the level of design quality and how similar the design intent reflected in the GMP Basis Documents are to the design intent contemplated in the approved concept design on the overall level of quality of the Project as delivered (such amount, the “Design Quality Incentive Amount”). Entitlement to this portion of the Award Fee Pool shall be determined by the Award Fee Evaluation Committee. Upon Substantial Completion, the Award Fee Evaluation Committee shall inspect the Project and assess the overall appearance, functionality and level of quality found in the construction work. In making this determination, the Award Fee Evaluation Committee shall endeavor to reach a consensus among its members and ascribe one of the following four words to the overall success of the design intent: poor, fair, good or excellent.

If the panel determines that the overall level of success was poor, then the panel shall award Zero Dollars (\$0); if the panel determines that the overall level of success was fair, then the panel shall award one third (1/3) of the Design Quality Incentive Amount; if the panel determines that the overall level of success was good, then the panel shall two thirds (2/3) of the Design Quality Incentive Amount; and if the panel determines that the overall level of success was excellent, then the panel shall award all of the Design Quality Incentive Amount. In the event the panel cannot reach consensus, then each member of the panel shall make a determination and the three such determinations shall be averaged with poor equating to 0% of the Design Quality Incentive Amount, fair equating to 33% of the Design Quality Incentive Amount, good equating to 67% of the Design Quality Incentive Amount, and excellent equating to 100% of the Design Quality Incentive Amount.

A.4.1.2.3 The Design-Builder shall be eligible to earn up to twenty five percent (25%) of the Award Fee Pool based on the level of construction quality of the Project as delivered (such amount, the “Construction Quality Incentive Amount”). Entitlement to this portion of the Award Fee Pool shall be determined by the Award Fee Evaluation Committee. Upon Substantial Completion, the Award Fee Evaluation Committee shall inspect the Project and assess the level of quality that

found in the construction work. In making this determination, the Award Fee Evaluation Committee shall endeavor to reach a consensus among its members and ascribe one of the following four words to the overall success of the design intent: poor, fair, good or excellent.

If the panel determines that the overall level of success was poor, then the panel shall award Zero Dollars (\$0); if the panel determines that the overall level of success was fair, then the panel shall award one third (1/3) of the Construction Quality Incentive Amount; if the panel determines that the overall level of success was good, then the panel shall two thirds (1/3) of the Construction Quality Incentive Amount; and if the panel determines that the overall level of success was excellent, then the panel shall award all of the Construction Quality Incentive Amount. In the event the panel cannot reach consensus, then each member of the panel shall make a determination and the three such determinations shall be averaged with poor equating to 0% of the Construction Quality Incentive Amount, fair equating to 33% of the Construction Quality Incentive Amount, good equating to 67% of the Construction Quality Incentive Amount, and excellent equating to 100% of the Construction Quality Incentive Amount.

- A.4.1.2.4** If the Design-Builder achieves Substantial Completion of the Project on or before July 27, 2018, and the final amount due to the Design-Builder (inclusive of the earned portions of the Award Fee, the Base Design-Build Fee and the Cost of General Conditions) is less than One Hundred Three Percent (103%) or the GMP as originally established, the Design-Builder shall earn twenty five percent (25%) of the Award Fee Pool. Entitlement to this portion of the Award Fee Pool shall be based on the final outcome of the Project. For the avoidance of doubt, the Design-Builder shall not be entitled to earn such portion of the Award Fee Pool even if the failure to deliver on-time or within the 103% cost goal was caused by DCPS, the Department, delays resulting from the permitting or zoning process, or an event of Force Majeure.

Offerors should base their pricing on the terms set forth in this RFP and based on the assumption that entitlement to some portion of the Award Fee Pool is determined by factors that are beyond their control.

A.4.2 Reimbursable Costs

The following costs shall be reimbursable at cost and without mark-up:

- A.4.2.1** Payments made by the Design-Builder to subcontractors and suppliers, other than design subconsultants, but only in accordance with the subcontracts and supply agreements;
- A.4.2.2** Payments made by the Design-Builder to its design consultants and subconsultants in accordance with it's with the for the Project; provided, however, that the Design-

Builder shall not be reimbursed for the costs of design services in excess of the Design Fee;

A.4.2.3 The Cost of General Conditions (as defined in Section A.4.3 below), subject however to the Maximum Cost of General Conditions (as defined in Section A.4.4 below);

A.4.2.4 All amounts due to the Design-Builder under the terms of the Department's written authorization for the Design-Builder to perform any portion of the Work as Self-Performed Work. If an authorization for the Design-Builder to engage in Self-Performed Work is not on a fixed-price basis, then, as to that Work, the following costs shall be within the Cost of the Work:

- (a) **Labor.** Properly documented wages actually paid to Project foremen, construction workers, and other personnel in the direct employ of the Design-Builder, while engaged in approved Self-Performed Work, together with contributions, assessments, payroll taxes, or fringe benefits required by the laws or applicable collective bargaining agreements.
- (b) **Incorporated Materials.** The cost, net of trade discounts, of all materials, products, supplies and equipment incorporated into the Self-Performed Work, including, without limitation, costs of transportation and handling.
- (c) **Unincorporated Materials.** The cost of materials, products, supplies and equipment not actually installed or incorporated into the Self-Performed Work, but required to provide a reasonable allowance for waste or spoilage, subject to the Design-Builder's agreement to turn unused excess materials over to the Department at the completion of the Project or, at the Department's option, to sell the material and pay the proceeds to the Department or give the Department a credit in the amount of the proceeds against the Cost of the Work.

A.4.2.5 Royalty and license fees paid for use of a design, process or product, if its use is required by this contract or has been approved in advance by the Department;

A.4.2.6 Fees for obtaining all required approvals or permits associated with the abatement, demolition, utilities abandonment, and utility relocation, as well as all trade permit fees as well as the building permit fee;

A.4.2.7 All fees and other costs necessarily incurred to carry out testing and inspection required by the contract or applicable laws, or otherwise to maintain proper quality assurance. The costs the Design-Builder incurs to schedule and coordinate any additional testing and inspections the Department may decide to conduct itself shall be reimbursable unless the additional testing establishes that the Work tested was defective or otherwise failed to satisfy contract requirements, in which case the Design-Builder shall pay the costs, without reimbursement;

A.4.2.8 All bonds to jurisdictional agencies (utilities, storm water management, land disturbance, and grading); and

A.4.2.9 All performance and payment bonds and general liability insurance. The Department may, in its sole discretion, allow the Design-Builder to recover the costs of subcontractor default insurance at a mutually agreed upon rate in lieu of trade level bonds.

A.4.3 Cost of General Conditions. The Design-Builder's general condition costs (the "Cost of General Conditions") shall be reimbursable at cost and without mark-up. Only the following items, however, are reimbursable as the Cost of General Conditions:

A.4.3.1 The cost of "construction staff". The term construction staff shall mean the Project Executive, project managers and superintendents assigned to the project, administrative staff assigned on a full-time basis to the Project site, and professional staff performing scheduling, cost estimating and accounting services;

A.4.3.2 Fringe Benefits associated with construction staff;

A.4.3.3 Payroll taxes and payroll insurance associated with construction staff;

A.4.3.4 Staff costs associated with obtaining permits and approvals;

A.4.3.5 Out-of-house consultants;

A.4.3.6 The field office for the Design-Builder including but not limited to: (i) trailer purchase and/or rent; (ii) field office installation, relocation and removal; (iii) utility connections and charges during the Construction Services Phase; (iv) furniture: (v) office supplies;

A.4.3.7 Office equipment including but not limited to: (i) computer hardware and software; (ii) fax machines; (iii) copying machines; (iv) telephone installation, system and use charges: (v) job radios;

A.4.3.8 Local delivery and overnight delivery costs; and

A.4.3.9 First aid facility.

A.4.4 Maximum Cost of General Conditions.

The General Conditions Budget bid by the Offeror shall be established as the Maximum Cost of General Conditions. The Maximum Cost of General Conditions shall be the maximum amount that will be reimbursed by the Department for those costs described in **Section A.4.3**. The Maximum Cost of General Conditions shall not be increased or decreased as a result of Change Orders or Change Directive unless such changes (i) Department elects to delay or extend the Project schedule

beyond August 31, 2018 for reasons other than delay caused by the Design-Builder; and (ii) the Design-Builder can demonstrate to the satisfaction of the Department that such additional Cost of General Conditions are necessary and not due to any fault of the Design-Builder, its Subcontractors, materialmen, consultants or anyone making claims thereunder. To the extent the Design-Builder incurs General Conditions Costs in excess of the Maximum Cost of General Conditions, the Design-Builder shall not be entitled to reimbursement for such amounts. In such an event, the Design-Builder shall be required to adequately staff the Project.

A.4.5 Non-Reimbursable Costs.

Other than the Design-Build Fee, the Design-Builder shall not be entitled to reimbursement of any costs other than those identified in **Sections B.1 and B.2** of this RFP. Any other items or expenses are non-reimbursable and the Design-Builder shall look to its fee to cover any additional cost items. The following costs shall not be reimbursable:

- A.4.5.1** Any personnel or labor costs other than those provided for in **Section A.4.2.4(a)** or **Section A.4.2.3** of this RFP.
- A.4.5.2** Fees for any permits or licenses the Design-Builder requires to conduct its general business operations.
- A.4.5.3** Capital expenses and interest on capital employed for the Work.
- A.4.5.4** The cost of home or regional offices, it being understood that compensation for such costs is included in the Design-Build Fee.
- A.4.5.5** Sales or use taxes, unless the Design-Builder establishes that applicable law required payment of such taxes.
- A.4.5.6** Costs due to the errors or omissions of the Design-Builder or its subcontractors or suppliers at all tiers, negligent or otherwise.
- A.4.5.7** Costs due to breach of Contract by the Design-Builder or its subcontractors or material suppliers at all tiers, including, without limitation, costs arising from defective or damaged Work or its correction, disposal of materials or equipment erroneously supplied, and repairs to property damaged by the Design-Builder or its subcontractors or material suppliers at all tiers.
- A.4.5.8** Any costs incurred in performing work of any kind before Notice to Proceed, unless specifically authorized by the Department.

A.4.6 Excluded Cost Elements

It is the Department's intent that the Design-Builder provide a turn-key solution for the implementation of the Project, and the budget set forth in **Section A.1** has been developed based on such framework. The Design-Builder shall advance the Project in a manner consistent with the Project Budget and the understanding that only the following cost elements are excluded from the budget set forth in **Section A.1** of the RFP:

- A.4.6.1** 3rd Party Material Testing
- A.4.6.2** Commissioning
- A.4.6.3** 3rd Party Inspections
- A.4.6.4** Costs of active OCTO equipment
- A.4.6.5** Loose Furnishings
- A.4.6.6** 3rd Party Plan Review
- A.4.6.7** Public Art

A.5 Contract Documents

The Agreement for Design-Build Services is provided as **Attachment N** and Standard Contract Provisions is provided as **Attachment I**. Offerors shall carefully review the Agreement for Design-Build Services and Standard Contract Provisions when submitting their proposal. To the extent there are any ambiguities or inconsistencies between this RFP, the Standard Contract Provisions, the Standard Contract Provisions and the Agreement for Design-Build Services shall have precedence. Offerors are advised that they are required to submit their proposal premised upon agreeing to the terms of the Standard Contract Provisions and entering into the Agreement for Design-Build Services. **A proposal that identifies or describes changes or exceptions to the Standard Contract Provisions or the Agreement for Design-Build Services of this RFP may be deemed non-responsive.**

A.6 Selection Criteria

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

- Past Performance
 - Relevant Experience & Capabilities of the Builder (15 points)
 - Relevant Experience & Capabilities of the Architect (15 points)
- Key Personnel:
 - Key Personnel of the Builder (15 points)
 - Key Personnel of the Architect (10 points)
- Project Management Plan & Schedule (20 points)
- Price (25 points)

A.7 Procurement Schedule

The schedule for this procurement is as follows:

- | | |
|---|--|
| • Issue RFP | - November 22, 2016 |
| • Pre-proposal Conference | - December 1, 2016 at 10:00 a.m. |
| • Last Day for Questions/Clarifications | - December 8, 2016 |
| • Proposals Due | - December 22, 2016, 2016 at 2:00 p.m. |
| • Notice of Award | - on or about January 20, 2017 |

A.8 Attachments

- | | |
|---------------------|---|
| Attachment A | - Educational Specifications |
| Attachment B | - 2012 Modernization Drawings |
| Attachment C | - Kitchen Cafeteria Concept from 2012 Phase 1 Modernization |
| Attachment D | - Form of Offer Letter |
| Attachment E | - Bidder/Offeror's Certification Form |
| Attachment F | - Tax Affidavit |
| Attachment G | - Davis Bacon Wage Rates |
| Attachment H | - Bid Bond Form |
| Attachment I | - Standard Contract Provisions |
| Attachment J | - SBE Subcontracting Form |
| Attachment K | - First Source Agreement |
| Attachment L | - 2016 Living Wage Rate |
| Attachment M | - Past Performance Evaluation Form |
| Attachment N | - Agreement for Design-Build Services |
| Attachment O | - Bid Guarantee Certification |

SECTION B SCOPE OF WORK

B.1 Design-Builder's Duties; General Intent.

The Design-Builder shall develop a design for the expansion and renovation of the kitchen/cafeteria space, site work, a new elevator and new HVAC systems at Bruce-Monroe at Parkview through a collaborative design process with the Department and DCPS; engage in extensive preconstruction efforts to ensure that the design is developed in a manner consistent with the Department's goals for the Project (e.g., programmatic, budgetary, schedule and quality); solicit competitive trade bids for the construction work and develop an acceptable guaranteed maximum price and corresponding scope and schedule for the work; and implement the requisite construction and other work necessary to achieve Substantial Completion of the Project no later July 27, 2018. The Design-Builder shall provide a "turn-key" Project ready for occupancy by DCPS including all items of cost except for those items set forth in **Section A.4.6** of this RFP. Without limiting the generality of the foregoing, the Design-Builder shall be required to provide all of the management, personnel, hazardous material abatement, supervision, labor, materials and other services necessary to complete the Project.

B.2 Design & Preconstruction Phase

During the Design & Preconstruction Phase, the Design-Builder shall develop a design for the Project. The Department's objective is to develop a design for the Project that meets the programmatic needs outlined in the Educational Specifications, that is consistent with the Project Budget (i.e., designed to budget), and that can be constructed by the Substantial Completion Date (collectively, the "Design Objectives"). The Design-Builder shall ensure that the design is developed in a manner consistent with the Design Objectives while also creating a sense of place and community.

During the course of the Design & Preconstruction Phase, the Design-Builder shall meet regularly with the Department and DCPS in order obtain input on all aspects of the design. The Department shall make interim submissions of the design, as outlined below, in order for DCPS and the Department to review. Such interim submissions shall also serve as the basis for periodic cost estimates and opportunities to review the design for constructability and schedule implications. In addition, the Design-Builder shall implement value engineering ideas as well as the other services detailed below.

B.2.1 Baseline Schedule.

Within fourteen (14) days after the Design & Preconstruction NTP is issued, the Design-Builder shall prepare and submit a baseline schedule for the Project (the "Baseline Schedule"). The Baseline Schedule shall be subject to review and approval by the Department and the Design-Builder shall incorporate such adjustments to the Baseline Schedule requested by the Department.

B.2.1.1 The Baseline Schedule shall be prepared in a CPM method and be developed in a sufficient level of detail so as to permit the affected parties (i.e. the Department, the Design-Builder, and the

Design-Builder's design subconsultants) to properly plan the Project, and shall show: (i) key design milestones and bid packages; (ii) release dates for long lead items; (iii) release dates for key subcontractors; and (iv) substantial and final completion dates. The Baseline Schedule shall include the durations for DGS and DCPS reviews of the interim design submissions as reflected in the milestone schedule set forth in **Section A.2**.

B.2.1.2 The preliminary schedule shall be submitted in Primavera 6 native format and updated by the Design-Builder, at a minimum, on a bi-weekly basis.

B.2.2 Concept Design

The Design-Builder shall prepare a concept design for the Project. It is expected that multiple concept design options will be explored and developed during the concept design phase.

B.2.2.1 Services. In developing concept designs for the Project, the Design-Builder shall complete the following tasks:

- a. Conduct meetings with the Chancellor's Office and DGS representatives to confirm instructional program and verify facility requirements on a space-by-space basis.
- b. Conduct life safety/building code analysis to verify compliance of design with most current version of the international building code in effect at the time the NTP is issued.
- c. Participate in Value Engineering workshops with the Chancellor's Office, DCPS and DGS representatives.
- d. Prepare and submit the Environmental Impact Screening Form ("EISF").
- e. Perform a Phase 1 Archeological Survey.
- f. Request and receive hydrant flow test.
- g. Perform alternative mechanical systems evaluation and recommend selection.
- h. Confer with audio-visual and acoustic consultants to establish design requirements for the Project.
- i. Confer with the Department's IT representatives/consultants to verify technological requirements for the Project.

B.2.2.2 Concept Design Submission. The Design-Builder shall prepare the concept design submission for review and comment by DCPS and the Department. Such concept design submission shall include the elements and information listed below.

- .1** Architectural Concept Development (multiple options)
 - i. Development of final master site plan for multiple options
 - ii. Building plan including building rise plans
 - iii. Preliminary cost estimate
 - iv. Project schedule
- .2** Report on Phase 1 Archeological Survey
- .3** Updated property survey, including notations of utilities and all other easements
- .4** Traffic and parking survey and zoning analysis
- .5** Geotechnical Survey

- .6 Education specifications survey update
- .7 Flow Test Results
- .8 Record of Accepted Value Engineering Strategies
- .9 EISF Submission
- .10 Summary of Required Agency Review, Timetables, including but not limited to: Office of Planning (“OP”), Commission of Fine Arts (“CFA”)

B.2.2.3 Review and Revisions to Concept Design Submission. The Design-Builder shall submit the concept design submission to DGS for review and comment by DCPS and DGS. Following review of the concept design submission by DCPS and the Department, the Design-Builder shall make revisions to the concept design submission as necessary to incorporate comments, feedback and other direction provided by DCPS and the Department. The Design-Builder’s pricing shall assume that such revisions will be required, and such revisions shall not entitle the Design-Builder to additional compensation.

B.2.2.4 Concept Design Budget Estimate. While the concept design submission is under review by DCPS and the Department, the Design-Builder shall prepare a detailed cost estimate of the preliminary concept design. With regard to building systems (i.e. roofs, doors, HVAC, security, IT, etc.), the cost estimate shall be prepared on a “system” basis that identifies the key building systems or functions and allocates an estimated cost for each such system. The Design-Build Fee, the cost of general conditions, and contingencies shall be broken out in separate line items. The primary purpose of such cost estimate is to aid the Department and DCPS in understanding the costs associated with key elements of the Project so as to better prioritize and manage the use of the funding allocated to this Project. The cost estimate shall be submitted within two (2) weeks of the submission of the initial concept design submission. The cost estimate shall be updated to reflect any changes resulting from DGS’ and DCPS’ review of the initial concept design and incorporated into the approved concept design (such estimate, the “Approved Concept Design Estimate”).

B.2.2.5 Constructability/Sole Source/Long-Lead Time Memorandum. Concurrently with the Approved Concept Design Estimate, the Design-Builder shall also prepare and submit a memorandum that identifies key construction concerns related to the Project. Such memorandum shall: (i) assess the constructability issues related to the Project, including site logistics; (ii) identify any items where the design is predicated on a single manufacturer and, if so, identify at least two (2) comparable products; and (iii) identify any long-lead delivery items that could adversely affect the schedule contemplated in this RFP. To the extent any such long-lead items are identified, the memorandum shall make recommendations for addressing such items.

B.2.2.6 Presentation of Concept Design. Following DCPS and the Department’s approval of the concept design, the Design-Builder (if requested by the Department) shall present the approved concept design to various Project stakeholders.

B.2.3 Schematic Design Phase

Following approval of the concept design, the Design-Builder shall advance the selected concept design option into a schematic design consistent with the Design Objectives. The schematic design shall contain such detail as is typically required for schematic design under AIA Best Practices.

B.2.3.1 Services. In general, the Design-Builder shall be required to undertake the following tasks during this phase:

- a. Further develop conceptual plans and incorporate design changes.
- b. Conduct community meetings to solicit input and keep constituents informed.
- c. Prepare necessary presentation materials (renderings and models) to communicate design and obtain approval of design direction.

B.2.3.2 Schematic Design Submission. The Design-Builder shall prepare the schematic design submission for review and comment by DCPS and the Department. Such schematic design submission shall include the elements and information listed below.

- a. Digital floor plans and site plan
- b. Preliminary building elevations and sections
- c. Plan-to-Program Comparison
- d. Design Narrative
- e. Updated schedule

B.2.3.3 Schematic Design Budget Estimate. While the preliminary schematic design submission is under review by DCPS and the Department, the Design-Builder shall update the Approved Concept Design Estimate based on the preliminary schematic design submission (the “Schematic Design Budget Estimate”). The Schematic Design Budget Estimate shall be prepared in a format similar to the Approved Concept Design Estimate and shall show variances from the Approved Concept Design Estimate. The Schematic Design Budget Estimate shall be submitted within two (2) weeks of the submission of the initial schematic design submission and shall be updated to reflect any changes resulting from DGS’ and DCPS’ review of the initial schematic design and incorporated into the approved schematic design.

B.2.3.4 Updated Constructability/Sole Source/Long-Lead Time Memorandum. Concurrently with the Schematic Design Budget Estimate, the Design-Builder shall update the memorandum identifying key construction concerns related to the Project. Such memorandum shall: (i) assess the constructability issues related to the Project, including site logistics; (ii) identify any items where the design is predicated on a single manufacturer and, if so, identify at least two (2) comparable products; and (iii) identify any long-lead delivery items that could adversely affect the schedule contemplated in this RFP. To the extent any such long-lead items are identified, the memorandum shall make recommendations for addressing such items.

B.2.3.5 Review and Revisions to Schematic Design Submission. The Design-Builder shall submit the schematic design submission to DGS for review and comment by DCPS and DGS. Following review of the schematic design submission by DCPS and the Department, the Design-

Builder shall make revisions to the schematic design submission as necessary to incorporate comments, feedback and other direction provided by DCPS and the Department. The Design-Builder's pricing shall assume that such revisions will be required, and such revisions shall not entitle the Design-Builder to additional compensation.

B.2.3.6 Value Engineering Memorandum. To the extent that the Schematic Design Budget Estimate exceeds the available funding or the Design-Builder believes that there a value engineering ideas that could materially reduce the Project's overall cost without adversely impacting the Project's intended functionality, the Design-Builder shall prepare and submit a memorandum that outlines potential value engineering ideas. Such memorandum shall be submitted to the Department no later than one (1) week after the submission of the Schematic Design Budget Estimate.

The Design-Builder shall meet with the Department and the Architect as necessary to reach agreement on which, if any, of the value engineering options that should be pursued. To the extent the Department directs the Design-Builder to proceed with one or more of the value engineering options, the Design-Builder shall revise its Schematic Design Budget Estimate to reflect the inclusion of such items, and to the extend requested by the Department, the schematic design shall also be revised to reflect such approved value engineering ideas.

B.2.3.7 Entitlements. The Design-Builder shall prepare such materials and make such presentations as are necessary to obtain the required land use and entitlement approvals. Approvals may be required from (i) the Office of Zoning; (ii) the Office of Planning; the (iii) the Commission on Fine Arts; and (iv) the Historic Preservation Review Board. Given the historic nature of the building and the possibility of expansion of the existing footprint, Offeror should assume that the approvals process will require more than staff level approval processes and submissions.

B.2.3.8 Phasing Plan. In light of the fact that Bruce-Monroe at Parkview will be occupied during the 2017/2018 school year, the Design-Builder shall develop a plan for the phasing of the construction work and measures to mitigate the impact that the Project will have upon the learning environment (the "Phasing Plan"). At a minimum, the Phasing Plan shall outline that manner in which the work required for the Project shall be phased in light of the occupied facility (with the exception of the summer of 2017 when the building will be largely unoccupied) together with site plans, diagrams and timelines; (ii) the measures that will be put in place to ensure safety (e.g., temporary construction, safety barricades); and (iii) the measures that will be put in place to limit impact to the learning environment (i.e. to limit noise, dust, etc., and working hours related to noisy work). Every effort should be made to complete the most disruptive work during periods when students are not in the facility.

B.2.4 Design Development

Following the approval of the schematic design, including any value engineering adjustment to be made thereto in order to ensure that the design is consistent with the Project Budget without compromising the other Design Objectives, the Design-Builder shall progress the schematic design into a set of design development documents. The design development documents shall represent

the logical development of the approved schematic design and shall be advanced in a manner consistent with the Department's Design Objectives for the Project.

The Design-Builder shall develop an agreed upon listing of the number of bid packages that will be required as well as the level of detail that shall be included in each such bid package that will be included in the Permit Set. The Permit Set will serve as the basis of the Design-Builder's Guaranteed Maximum Price ("GMP"). The Design-Builder shall submit to the Department a memorandum which describes the packages that will be required for the Permit Set and the level of detail for each such package.

The Design-Builder shall undertake the following as the design development documents are being advanced.

- a. Select and draft specifications for materials, systems, and equipment.
- b. Develop detailed and dimensioned plans, wall sections, building section, and schedules.
- c. Complete code compliance analysis and drawing.
- d. Confirm space-by-space equipment layouts with representatives from the Chancellor's Office and DGS.
- f. Coordinate furniture, fixtures, and equipment requirements ("FF&E").
- g. Conduct follow up meetings with review agencies as required.
- h. Present the design to CFA, Office of Planning, and other regulatory agencies as required.

The Design-Builder shall produce, in addition to the complete design development documents, a fifty percent (50%) design development progress printing which shall serve as the basis of an interim review of the design relative to the Design Objectives (see **Section B.2.4.1** below). In addition, the Design-Builder shall produce CFA submission materials; meetings and presentations to CFA and other regulatory agencies as required.

B.2.4.1 Mid-Point Design Development Review. When the design development documents are approximately fifty percent (50%) complete, the Design-Builder shall conduct an "over the shoulder" review of such documents with its design subconsultants. Based on the fifty percent (50%) complete design development documents, the Design-Builder shall prepare a memo that identifies any material deviation from the schematic design. If requested by the Department, the Design-Builder shall also make available a progress print for review by DCPS and the Department.

B.2.4.2 Review and Revisions to Design Development Documents. The Design-Builder shall submit the design development documents to DGS for review and comment by DCPS and DGS. Following review of the design development documents by DCPS and the Department, the Design-Builder shall make revisions to the design development documents as necessary to incorporate comments, feedback and other direction provided by DCPS and the Department. The Design-Builder's pricing shall assume that such revisions will be required, and such revisions shall not entitle the Design-Builder to additional compensation.

B.2.4.3 Design Development Design Budget Estimate. While the preliminary design development design submission is under review by DCPS and the Department, the Design-Builder shall update the Approved Schematic Design Estimate based on the preliminary design development design submission (the “Design Development Budget Estimate”). The Design Development Budget Estimate shall be prepared in a format similar to the Approved Schematic Design Estimate and shall show variances from the Approved Schematic Design Estimate. The Design Development Budget Estimate shall be submitted within two (2) weeks of the submission of the initial design development design submission and shall be updated to reflect any changes resulting from DGS’ and DCPS’ review of the initial design development design and incorporated into the approved design development design.

B.2.4.4 Value Engineering Memorandum. To the extent that the Design Development Budget Estimate exceeds the available funding or the Design-Builder believes that there a value engineering ideas that could materially reduce the Project’s overall cost without adversely impacting the Project’s intended functionality, the Design-Builder shall prepare and submit a memorandum that outlines potential value engineering ideas. Such memorandum shall be submitted to the Department no later than one (1) week after the submission of the Design Development Budget Estimate.

The Design-Builder shall meet with the Department and the Design-Builder as necessary to reach agreement on which, if any, of the value engineering options should be pursued. To the extent the Department directs the Design-Builder to proceed with one or more of the value engineering options, the Design-Builder shall revise its Design Development Budget Estimate to reflect the inclusion of such items, and to the extent requested by the Department, the design development documents shall also be revised to reflect such approved value engineering ideas.

B.2.5 Permit Set and Early Release Packages

Following the approval of the design development documents, including any value engineering adjustment to be made thereto in order to ensure that the design is consistent with the Project Budget without compromising the other Design Objectives, the Design-Builder shall progress the design development documents into a permit set of construction documents (“Permit Set”). The Permit Set shall represent the logical development of the approved design development documents and shall be advanced in a manner consistent with the Department’s Design Objectives for the Project. The Permit Set shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Permit Set will be code compliant and permit ready, with all major systems sufficiently designed, detailed, specified, coordinated, and developed.

With regard to the mechanical, plumbing, elevators, electronic systems and other manufactured products, the parties anticipate that they may be purchased on a design-build basis. For those systems that will be purchased on a design-build basis, the Design-Builder shall be required to: (x) provide a description of the system and its general layout; (y) provide a performance specification that contains detail and performance criteria that are acceptable to the Department; and (z) review submissions from subcontractors (both while developing the GMP and thereafter) to determine whether they comply with the performance specification. With regard to finishes, the

Design-Builder shall prepare a description of the finishes that is acceptable to the Department and in such a level of detail that it will permit the builder to provide a GMP. The Design-Builder shall include a credit for certain systems that the Design-Builder may elect to purchase on a design-build basis, and in the event such system(s) are purchased on a design-build basis this Design-Builder's fee shall be reduced appropriately.

B.2.5.1 The Design-Builder shall incorporate into the Permit Set the design requirements of governmental authorities having jurisdiction over the Project. In addition, the Design-Builder shall be required to (a) define, clarify, or complete the concepts and information contained in the Permit Set; (b) correct design errors or omissions, ambiguities, and inconsistencies in the Permit Set (whether found prior to or during the course of construction); and (c) correct any failure of the Design-Builder to follow written instructions of the Department during any phase of design services or the construction of the Project provided they are compatible with industry standards.

B.2.5.2 Early Release Packages. The Design-Builder shall also produce early release packages for hazardous materials abatement and selective demolition as well as for long lead materials, if required. The Department expects to release funding for hazardous materials abatement and long-lead items once the design development documents have been approved. For the avoidance of doubt, given that the school will be occupied by the Bruce-Monroe at Parkview school population until June 16, 2017, the Design-Builder will not be permitted to mobilize and perform work on site before that date. Further, any decision to authorize an early release shall be made by the Department in its sole and absolute discretion.

B.2.5.3 Deliverables. The Design-Builder shall provide the following deliverables during this phase:

- .1 Prepare and submit Permit Set documents
- .2 Prepare detailed and coordinated drawings and specifications to be included in the Permit Set.
- .3 Prepare application and submit documents for building permit.
- .4 Prepare and submit early release packages for permitting if required based on design, including: (i) a foundation-to-grade package; (ii) structural package; and (iii) hazardous materials abatement and demolition/raze package.
- .5 Work with the Department's third party plan reviewer to review the documents for permit document submission.
- .6 Upload all documents to DCRA's permit document review website in accordance with their instructions.
- .7 Prepare all traffic control plans required to obtain relevant DDOT permit approvals at all stages of the project.

B.2.5.4 In addition to preparing the Permit Set, the Design-Builder shall, at no additional cost to the Department:

- .1 Meet with the Department as and when requested to review the design, its constructability, and consistency with the GMP;

- .2 Work with the Department in order to implement such value engineering ideas as may be necessary to meet the budget reflected in the GMP, including revising or preparing any design documents necessary to implement such value engineering;
- .3 Address issues raised by the Code Official during the permit review process; and
- .4 Develop building information modeling (BIM) files for all plans to be utilized by the contractor for MEP coordination.

B.2.5.5 The Design-Builder shall coordinate bidding of the Permit Set with trade subcontractors. These services shall include, but are not necessarily limited to:

- .1 Distribution of documents, as needed;
- .2 Prepare and issue bidding addenda;
- .3 Respond to bidding questions and issue clarification, as needed;
- .4 Consider and evaluate requests for substitutions; and
- .5 Assist with bid openings and tabulations as needed.

B.2.5.6 Code Review. The Design-Builder shall submit the permit set of documents to the Department of Consumer and Regulatory Affairs in order to obtain the necessary building permits to construct the Project. The Design-Builder shall monitor the permit process and shall incorporate any changes or adjustments required by the Code Official. The Design-Builder shall also issue any such changes to the Department for its review and approval. In this submittal, the Architect shall highlight (or bubble) any aspect of the design that represents a material deviation from the permit set documents and shall address in a narrative format the impact, if any, such departure shall have on the Project's aesthetics, functionality or performance.

B.2.5.7 Permits. The Design-Builder shall be responsible for preparing and submitting all of the required permit applications that are necessary to complete the Project. The Design-Builder shall develop a list of the required permits and shall track the progress of all such permits through the review process. The Design-Builder shall engage such permit expeditors as the Design-Builder deems necessary or appropriate in light of the project's schedule.

B.2.6 GMP Formation

The Design-Builder shall provide the Department with a guaranteed maximum price based on the Permit Set (the "GMP"). The GMP shall be agreed upon in the manner set forth in this **Section B.2.6.**

B.2.6.1 Develop Bidders List. Within fifteen (15) days after the completion of the schematic design, the Design-Builder shall submit to the Department for its review and approval a written submission on the proposed subcontractor bidding procedures. These procedures shall include: (i) a list of proposed trade packages; (ii) a list of trade subcontractors that will be invited to bid on each such package; and (iii) a narrative description of the process. At least three (3) potential subcontractors shall be identified for each trade package. A copy of this deliverable shall be provided to both the COTR and the Contracting Officer.

B.2.6.2 Manage Bidding Process. The Design-Builder shall manage the trade bidding process in accordance with the approved bidding procedures and shall use best efforts to obtain at least three (3) qualified and bona fide bids for each trade package in excess of One Hundred Thousand Dollars (\$100,000). The Design-Builder shall carefully document its procedures for making available bid packages to potential bidders, the contents of each bid package, discussions with bidders at any pre-bid meetings, bidders' compliance with bid requirements, all bids received, the Design-Builder's evaluations of all bids, and the basis for the Design-Builder's recommendation as to which bidders should be chosen. The Department shall be afforded access to all such records at all reasonable times so that, among other things, it may independently confirm the Design-Builder's adherence to all Contract requirements including, without limitation, affirmative action requirements and subcontracting requirements.

B.2.6.3 Prepare Bid Tabs. The Design-Builder shall provide the Department with an analysis of the bids received as well as a copy of each such bid. To the extent that the Design-Builder's award recommendation is based on scoping adjustments, the Design-Builder shall clearly identify the scoping adjustment and the need for such adjustments. In general, the bid tab shall be presented in tabular format that compares the bids received and any other relevant information (i.e. exclusions, past performance history, etc.).

B.2.6.4 Submission of GMP Proposal. Based on the trade bids, the Design-Builder shall submit a GMP Proposal to the Department. The GMP Proposal shall include the following elements:

B.2.6.4.1 A list of Drawings, Specifications, addenda and General, Supplementary and other Conditions (such documents, the "GMP Basis Documents") on which the Guaranteed Maximum Price is based.

B.2.6.4.2 A list of Unit Prices and Allowance items as well as a statement of their basis.

B.2.6.4.3 Assumptions and clarifications made in preparing the GMP, noting in particular any exclusions. The assumptions and clarifications shall take precedence over the drawings and specifications. The Design-Builder shall prepare a separate memorandum that highlights any differences between the then approved drawings and the modifications made in the assumptions and clarifications. Such memorandum shall specifically address any changes in the Project's aesthetics, functionality or performance.

B.2.6.4.4 The proposed GMP, including a statement of the detailed cost estimate organized by trade categories, allowances, contingency, and other items and the fee that comprise the GMP.

B.2.6.4.5 An update to the Project's schedule to which the Design-Builder shall agree to be bound. This update shall be prepared in the same level of detail and in the same manner as the Baseline Schedule.

B.2.6.4.6 A Subcontracting Plan setting forth the names and estimated dollar volume of the work that will be performed by small, local and disadvantaged business enterprises, as certified by the Department of Small and Local Business Development, upon which the GMP is based.

B.2.6.5 Approval of GMP. The Department and the Design-Builder shall meet to negotiate over the terms of the GMP Proposal. Unless the Department accepts the GMP Proposal in writing on or before the date specified in the proposal for such acceptance and so notifies the Design-Builder, the GMP Proposal shall not be deemed accepted by the Department. The GMP shall be subject to review and approval by the Council for the District of Columbia and shall not be effective until so approved.

B.2.7 Liquidated Damages. The Design-Builder acknowledges that the Department is engaging the Design-Builder to provide an extensive level of preconstruction support services so as to minimize the potential for cost overruns, schedule delays or the need for extensive value engineering/re-design late in the Project and that the reports required under **Section B.2** are key to realizing the value of such services. In the event the Design-Builder fails to deliver any of the reports or key design deliverables required in this Section (and unless such failure is the result of any event of Force Majeure), the Design-Builder shall be subject to liquidated damages in an amount of Five Thousand Dollars (\$5,000) plus Five Hundred Dollars (\$500) per day after receiving written notice from either the COTR or the Contracting Officer of failure to submit such report.

B.2.8 Value Engineering. To the extent that the GMP exceeds the available funding, the Design-Builder understands and agrees that it shall be required to work with the Department as they negotiate the GMP and that such efforts may involve redesigning portions of the Project or its systems and that the Design-Builder shall not be entitled to any additional compensation as a result of such efforts. The Design-Builder further understands and agrees that the Permit Set phase shall not be considered complete until and unless a GMP is agreed upon.

The Design-Builder understands and agrees that any such redesign may need to be completed on an expedited basis or in multiple packages in order to keep the Project on schedule and the Architect shall use its best efforts to meet the Project's schedule requirements in performing such redesign. It is understood and agreed by both the Department and the Design-Builder that the Design-Builder's redesign obligations under this **Section B.2.8** shall be the limit of the Design-Builder's liability for the failure to meet its design to budget obligations.

B.3 Construction Phase Services.

B.3.1 Design Completion.

B.3.1.1 Construction Document Review & Coordination. Based on the approved Permit Set and any approved value engineering, the Design-Builder shall cause the Architect to prepare a set of construction documents. It is contemplated that the construction documents will be issued in several different sets (i.e. architectural, electrical, mechanical, structural, etc.). The Design-Builder shall complete each of the construction document packages in a manner that addresses the

concerns raised by the Design-Builder and the Department during the “over the shoulder” review for such package. The Design-Builder shall issue one or more set of permit documents to the Department for its review and approval. With regard to each such set, the Design-Builder shall highlight (or bubble) any aspect of the design that represents a material deviation from the approved design development documents and shall address in a narrative format the impact, if any, such departure shall have on the Project’s aesthetics, functionality or performance. The Department shall have the right to disapprove the construction documents for any reason. If, however, the Department disapproves a construction document that is a logical extension of the approved design development documents, such disapproval shall be deemed a change event. In the event the Department does not approve a document within fourteen (14) days after issuance, such document shall be deemed approved unless the Department advises that such document is still under review. In the event the Department’s review takes longer than fourteen (14) days, such additional review shall be deemed a change event.

B.3.1.2 Construction Administration. Prior to the completion of the design development documents, the Design-Builder and the Architect shall agree upon a plan for how construction administration services will be performed (the “Construction Administration Plan”). The Construction Administration Plan shall specifically address: (i) whether the Architect will be required to assign staff on-site; (ii) turn-around time for submittals; and (iii) such other matters as the Architect and the Design-Builder consider relevant to the orderly administration of the Project. The Design-Builder shall submit to the Department a copy of the Construction Administration Plan and shall cause the Architect to counter-sign (or otherwise evidence its agreement with) such memorandum. Throughout the construction administration phase of the Project, the Design-Builder shall cause the Architect to comply with the Construction Administration Plan and shall assume the risk of the Architect’s non-compliance.

B.3.1.3 Design Changes. If it should become necessary to amend any of the approved construction drawings, the Design-Builder shall cause the Architect to prepare an amendment to the drawings and shall submit such amendment to the Department for its review and approval. In this submittal, the Architect shall highlight (or bubble) any aspect of the design that represents a material deviation from the permit set documents and shall address in a narrative format the impact, if any, such departure shall have on the Project’s aesthetics, functionality or performance. In the event the Department does not approve a document within ten (10) business days after issuance, unless otherwise denied, such document shall be deemed approved, provided however that the Department has not advised that such document is still under review.

B.3.2 Construction Activities

Based on the approved plans and specifications, the Design-Builder shall renovate the building and construction such additional work that may be called for by the approved plans and specifications. The work shall be accomplished in accordance with the following:

B.3.2.1 Substantial Completion Date. The work shall be Substantially Complete no later than July 27, 2018. For purposes of this requirement, the term “Substantially Complete” shall mean that all of the following have occurred: (1) the construction and installation work have been completed with only minor punch list items remaining to be completed; (2) a temporary certificate

of occupancy and all other required permits or approvals have been obtained; (3) draft copies of all operating and maintenance manuals, training videotapes and warranties required by the contract have been delivered to the Department; (4) any supplemental training session required by the contract for operating or maintenance personnel have been scheduled; (5) all clean-up required by the contract has been completed; and (6) Phase 1 of the Project is ready for the Department to use it for its intended purpose. "Minor punch list items" are defined for this purpose as items that, in the aggregate, can be completed within thirty (30) days without interfering with the Department's normal use of the Project.

B.3.2.2 Drawings & Specifications. All of the work shall be constructed in strict accordance with the final construction documents issued for and approved by (or deemed approved by) the Department.

B.3.2.3 Compliance with Other Requirements. In implementing the work, the Design-Builder and its subcontractors shall comply with all of the applicable provisions of the Standard Contract Provisions as well as the requirements set forth in Section B.3.3 (Site Safety), Section B.3.5 (Work hours; Coordination with DCPS and the Community), and Section B.3.6 (Quality Control Plan) of this RFP.

B.3.2.4 Site Office. Throughout the work, the Design-Builder shall provide and maintain a fully-equipped construction office on the Project site.

B.3.2.5 Supervision. Throughout the work, the construction office shall be manned by personnel competent to oversee the work at all times while construction is underway. Such personnel shall maintain full-time, on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log.

B.3.2.6 Weekly Progress Meetings. Throughout the work, the Design-Builder shall conduct weekly progress meetings following a contractor generated agenda with the Department's program manager and key trade subcontractors. The Design-Builder shall draft and circulate meeting minutes for same.

B.3.2.7 Move-in Assistance. The Design-Builder shall assist DCPS in relocating FF&E and other items as necessary within the renovated portions of building. The GMP shall include an allowance and scope of work for these activities.

B.3.2.8 Liquidated Damages. If the Project is not Substantially Complete by July 27, 2018, the Design-Builder shall be subject to liquidated damages in an amount of Two Thousand Dollars (\$2,000) per day. These damages shall not apply if the delay is the result of Force Majeure and the Design-Builder otherwise complies with the provisions set forth in the Standard Contract Provisions.

B.3.2.9 Hazardous Materials. The Design-Builder's scope of work includes the abatement and removal of hazardous materials found within the existing building. In performing such work, the Design-Builder shall comply with all laws, including, without limitation, the requirements of the EPA and all jurisdictional agencies as well as all laws relating to safety, health welfare, and

protection of the environment, in removing, treating, encapsulating, passivating, and/or disposing of hazardous materials, including, but not limited to, removal, treatment, encapsulation, passivation, and/or disposal of the hazardous materials. If any notices to governmental authorities are required, the Design-Builder shall also give those notices at the appropriate times. The Design-Builder shall ensure abatement subcontractors and disposal sites are appropriately licensed and qualified. In addition, the Design-Builder shall ensure that any subcontractors involved in the abatement of hazardous materials maintain a contractor's pollution legal liability insurance policy of at least Two Million Dollars (\$2,000,000) for the duration of the Project and a period of three (3) years after Substantial Completion of the Project, and that any disposal site to which hazardous materials are taken carries environmental impairment liability insurance for the duration of the Project and a period of three (3) years after Substantial Completion of the Project. The Design-Builder's obligations under this paragraph shall include signing (as the agent for the Department) any manifests required for the disposal of hazardous materials.

B.3.2.10 Salvage Value. In general, the salvage value of construction material located in the existing building shall accrue to the Design-Builder and/or its subcontractor. However, the Department shall be entitled to the value of any piece of equipment (such as chillers, computers, etc.) that remain in the existing building to the extent that such piece equipment has a salvage value of more than \$25,000.

B.3.2.11 Self-Performed Work. The Design-Builder and its affiliates may not carry out trade work with its own forces without the Department's written permission, which permission may be withheld or conditioned by the Department in its sole and absolute judgment.

B.3.3 Site Safety

B.3.3.1 General Responsibility. The Design-Builder shall provide a safe and efficient site, with controlled access. As part of this obligation, the Design-Builder shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Project.

B.3.3.2 Safety Plan. Prior to the start of construction activities, the Design-Builder shall prepare a safety plan for the construction phase conforming to OSHA 29 CFR 1926 (such plan, the "Safety Plan"). The Safety Plan shall be submitted to the Department, and the Design-Builder shall incorporate such comments as the Department may reasonably request.

B.3.3.3 Safety Barriers/Fences. As part of its responsibility for Project safety, the Design-Builder shall install such fences and barriers as may be necessary to separate the construction areas of the site from those areas that are then being used by DCPS for educational purposes. The Design-Builder shall develop a plan that describes the proposed separation and the specific nature of the fences and barriers that will be used. This plan shall be submitted to the Department and DCPS for their review and approval prior to the commencement of construction. Once such plan has been approved, the Design-Builder shall comply with it at all times during construction. The Design-Builder shall be required to revise the plan as may be reasonably requested by the Department or DCPS. The cost of revising and comply with the plan shall not entitle the Design-Builder to an increase in the GMP.

B.3.3.4 Exculpation. The right of the Department and DCPS to comment on the Safety Plan and the nature and location of the required fences and barriers shall in no way absolve the Design-Builder from the obligation to maintain a safe site.

B.3.4 Site Security.

The Design-Builder shall be responsible for site security and shall be required to provide such watchman as are necessary to protect the site from unwanted intrusion.

B.3.5 Work Hours; Coordination with DCPS and Community

B.3.5.1 Work Hours. The Design-Builder shall comply with the Noise Ordinance and neither it nor its subcontractors shall undertake work on the Project site other than at the times and sound level permitted by the Noise Ordinance.

B.3.5.2 Parking. The Design-Builder shall organize its work in such a manner so as to minimize the impact of its operations on the surrounding community. To the extent that the number of workers on the site is likely to have an adverse impact on neighborhood parking, the Design-Builder shall develop a parking plan for those individuals working on the site that is reasonably acceptable to the Department.

B.3.5.3 Wheel Washing Stations. The Design-Builder shall provide wheel washing stations on site so as to prevent the accumulation of dirt and other refuse on the streets surrounding the Project site.

B.3.5.4 Outreach Plan. The Design-Builder shall keep the Department informed of the construction activities and their potential impact on the community. The Design-Builder shall submit the plan to the Department prior to its implementation and such plan shall be subject to the Department's review and approval.

B.3.6 Quality Control Plan

B.3.6.1 General Obligation. The Design-Builder shall be responsible for all activities necessary to manage, control, and document work to ensure compliance with contract documents. The Design-Builder's responsibility includes ensuring adequate quality control services are provided by the Design-Builder's employees and its subcontractors at all levels. The work activities shall include safety, submittal management, document reviews, reporting, and all other functions related to quality construction.

B.3.6.2 Quality Control Plan. Within forty five (45) days after the design development documents are approved, the Design-Builder shall develop a quality control plan for the Project (the, "Quality Control Plan"). A draft of the Quality Control Plan shall be submitted to the Department and shall be subject to the Department's review and approval. The Quality Control Plan shall be tailored to the specific products/type of construction activities contemplated in the design development documents, and in general, shall include a table of contents, quality control

team organization, duties/responsibilities of quality control personnel, submittal procedures, inspection procedures, deficiency correction procedures, documentation process, and a list of any other specific actions or procedures that will be required for key elements of the work.

B.3.6.3 Implementation. During the construction phase, the Design-Builder shall perform regular quality control inspections and create reports based on such inspections. These quality control reports shall be provided to the Department electronically on a monthly basis. The Design-Builder shall incorporate a quality control section in the progress meetings to discuss outstanding deficiencies, testing/inspections, and upcoming Work. The monthly report shall include a detailed summary of the steps that are being employed to provide quality construction and workmanship. The monthly report should specifically address issues raised during the month and outline the steps that are being used to address such issues.

B.4 Project Close-out

B.4.1 Punchlist. Promptly after each Phase reaches Substantial Completion, the Design-Builder shall cause the Architect to develop a punchlist. Once the punchlist is prepared, the Design-Builder shall inspect the work along with representatives from the Department. The punchlist shall be revised to reflect additional work items that are discovered during such inspection. The Design-Builder shall correct all punchlist items no later than ninety (90) days after substantial completion is achieved.

B.4.2 Training. The Design-Builder shall provide training to DCPS staff on all of the building systems. The Design-Builder shall be required to schedule such training sessions and shall use best efforts to ensure all such training occurs prior to August 10, 2018.

B.4.3 Warranties & Manuals. Subsequent to Substantial Completion and no later than August 31, 2018, the Design-Builder shall prepare and submit the following documentation: (i) a complete set of product manuals (O&M), training videos, warranties, etc.; (ii) attic stock; (iii) an equipment schedule; (iv) a proposed schedule of maintenance for the renovated building; (v) environmental, health and safety documents for the renovated building; and (vi) all applicable inspection certificates/permits (boiler, elevator, emergency evacuation plans, health inspection, etc.) for the renovated building. No later than September 15, 2018, the Design-Builder shall prepare and submit: (x) a complete set of its Project files; and (y) a set of record drawings.

B.4.4 Eleven Month Walk. The Design-Builder shall use best efforts to schedule a joint inspection of the Project during the eleventh month after Substantial Completion is achieved. During such inspection, the Design-Builder and a representative of the Department shall walk the Project to identify any necessary warranty work.

B.4.5 Support for Initial Heating & Cooling Season. The Design-Builder and its mechanical subcontractor shall provide support to DCPS and the Department during system start-up and in initial operation for the first heating and cooling season after Substantial Completion is achieved.

B.5 Administrative Matters

The Design-Builder shall submit the reports as described in this **Section B.5**.

B.5.1 Monthly Report. The Design-Builder shall provide written reports to the Department, on the progress of the entire Work at least monthly from Preconstruction NTP until Final Completion of the Project. The monthly report shall include: (i) an updated schedule analysis, including any plans to correct defective or deficient Work or recover delays; (ii) an updated cost report; (iii) a monthly review of cash flow; (iv) a quality control report; and (v) progress photos.

B.5.2 Bi-Weekly Schedule Updates. The Design-Builder shall provide a baseline schedule update to the Department, on the progress of the entire Work at least bi-weekly, in the same format set forth in **Section B.2.1** of this RFP. The update shall reflect the actual progress of the Project, identify developing or potential delays, regardless of their cause, and reflect the Design-Builder's best projection of the actual date by which Substantial Completion and Final Completion of the Project will be achieved. The Design-Builder shall also state what must be done to avoid or reduce that delay, changes that have occurred since the last update, including those related to major changes in the scope of work, activities modified since the last update, revised projections of durations, progress and completion, revisions to the schedule logic or assumptions, and other relevant changes.

B.5.3 Use of Prolog. The Design-Builder shall utilize Prolog for the submission of: (i) requests for information; (ii) submittals; (iii) meeting minutes; (iv) invoices/applications for payment (full package including all forms required by DGS); (v) certified payrolls (in addition to upload via LCP Tracker); (vi) drawings and specifications; (vii) punch list; and (viii) other documents as may be designated by the Department.

B.6 Key Personnel; Diversion

B.6.1 Identification of Key Personnel. The following individuals shall be considered key personnel: (i) the Design Principal; (ii) the Project Architect; (iii) the primary MEP engineers; (iv) the Project Executive; (v) the Field Superintendent; (vi) the project manager to supervise the interior design and work; (vii) the project manager to supervise the MEP work; and (viii) the individual to manage quality control and interact with DGS' quality control representative. The Design-Builder shall not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement.

B.6.2 Liquidated Damages. If the Design-Builder removes or reassigns one of the key personnel (excluding, however, instances where such personnel become unavailable due to death, disability, or separation from the employment of the Design-Builder or any affiliate of the Design-Builder) without the prior written consent of the Department's Designated Representative, the Design-Builder shall pay to the Owner the sum of Twenty Five Thousand Dollars (\$25,000) as liquidated damages. These liquidated damage amount shall not bar recovery of any other damages, costs or expenses other than the Department's internal administrative costs. In addition, the Department shall have the right, to be exercised in its sole discretion, to remove, replace or to reduce the scope

of services of the Design-Builder in the event that a member of the key personnel has been removed or replaced by the Design-Builder without the consent of the Department.

B.7 Deliverable List

The Design-Builder shall prepare and submit the following deliverables:

B.7.1 Design and Preconstruction Phase Deliverables

- .1** Baseline Schedule (B.2.1).
- .2** Concept Design Submission (B.2.2.2).
- .3** Concept Design Budget Estimate (B.2.2.4).
- .4** Constructability/Sole Source/Long-Lead Time Memorandum (B.2.2.5).
- .5** Schematic Design Submission (B.2.3.2).
- .6** Schematic Design Budget Estimate (B.2.3.3).
- .7** Updated Constructability/Sole Source/Long Lead Time Memorandum (B.2.3.4).
- .8** Value Engineering Memorandum (B.2.3.6).
- .9** Phasing Plan (B.2.3.8).
- .10** 50% Design Development Progress Print (B.2.4).
- .11** 100% Design Development Documents (B.2.4).
- .12** Mid-Point Design Development Review Memorandum (B.2.4.1).
- .13** Design Development Budget Estimate (B.2.4.3).
- .14** Value Engineering Memorandum (B.2.4.4).
- .15** Permit Set (B.2.5).
- .16** Hazardous Materials, Selective Demolition & Long Lead Early Release Package (B.2.5.2).
- .17** Trading/Bidding Procedures Submission (B.2.6.1).
- .18** Trade Bid Tabulations (B.2.6.3).
- .19** GMP Proposal (B.6.4).

B.7.2 Construction Phase Deliverables

- .1** Construction Document Packages (B.3.1.1).
- .2** Construction Administration Plan (B.3.1.2).
- .3** Minutes of Progress Meetings (B.3.2.6).
- .4** Safety Plan (B.3.3.2).
- .5** Outreach Plan (B.3.5.4).
- .6** Quality Control Plan (B.3.6.2).
- .7** Warranties and Manuals (B.4.3).
 - (i) a complete set of product manuals (O&M), training videos, warranties, etc.;
 - (ii) attic stock;
 - (iii) an equipment schedule;
 - (iv) a proposed schedule of maintenance for the renovated building;
 - (v) environmental, health and safety documents for the renovated building; and
 - (vi) all applicable inspection certificates/permits for the renovated building.

- .8** Monthly Report (B.5.1).
- .9** Bi-Weekly Schedule Updates (B.5.2).

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is twelve (12) points.

C.1.2 Preferences for Certified Joint Ventures

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a (h).

C.1.2.1 A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.

C.1.2.2 Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001
(202) 727-3900

C.1.2.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

C.2 Subcontracting Plan

An Offeror responding to this solicitation which is required to subcontract shall be required to submit with its offer, any subcontracting plan required by law. Offeror's responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with **Attachment J**.

C.2.1 Subcontracting Plan Requirements

Mandatory Subcontracting Requirements

1. Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
2. If there are insufficient SBEs to completely fulfill the requirement of paragraph 1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
3. A prime Contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of paragraphs 1 and 2 above.
4. Except as provided in paragraphs 5 and 7 below, a prime Contractor that is a CBE and has been granted an offer preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime Contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

5. A prime Contractor that is a certified joint venture and has been granted an offer preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime Contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
6. Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
7. A prime Contractor that is a CBE and has been granted an offer preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

C.2.2 Subcontracting Plan

If the prime Contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the offer and may only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- a. The name and address of each subcontractor;
- b. A current certification number of the small or certified business enterprise;
- c. The scope of work to be performed by each subcontractor; and
- d. The price that the prime Contractor will pay each subcontractor.

C.2.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, District of Columbia Auditor and the Director of DSLBD.

C.2.4 Subcontracting Plan Compliance Reporting.

- (1) The Contractor has a subcontracting plan required by law for this contract; the Contractor shall submit a quarterly report to the CO, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- a. The price that the prime Contractor will pay each subcontractor under the subcontract
 - b. A description of the goods procured or the services subcontracted for
 - c. The amount paid by the prime Contractor under the subcontract;
 - d. A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.
- (2) If the fully executed subcontract is not provided with the quarterly report, the prime Contractor will not receive credit toward its subcontracting requirements for that subcontract.

C.2.5 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

C.2.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

C.2.7 Enforcement and Penalties for Breach of Subcontracting Plan

1. A Contractor shall be deemed to have breached a subcontracting plan required by law, if the Contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
2. Contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
3. If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **Clause 8** of the Standard Contract Provisions, Default.

C.2.8 CBE as Prime Contractor

A prime Contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of **Section C.2.**

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade Contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, including, but not limited to the following requirements:

- (i) At least twenty percent (20%) of journey worker hours by trade shall be performed by District residents;
- (ii) At least sixty percent (60%) of apprentice hours by trade shall be performed by District residents;
- (iii) At least fifty one percent (51%) of the skilled laborer hours by trade shall be performed by District residents; and
- (iv) At least seventy percent (70%) of common laborer hours shall be performed by District residents.

C.4 Apprenticeship Act

The D.C. Apprenticeship Act of D.C. Law 2-156, (“Act”) as amended shall apply to this Project. All subcontractors selected to perform work on the Project on a craft-by-craft basis shall be required to comply with this Act. All terms and conditions of the D.C. Apprenticeship Council Rules and Regulations shall be implemented. The Contractor shall be liable for any subcontractor non-compliance.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department in accordance with 27 DCMR §§ 1613.5 and 1630.5 and not necessarily the Offeror(s) with the highest score as evaluated per the factors in **Section D.4** of this RFP.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, it reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to sixty (60) minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately forty five (45) minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than ninety (90) minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to seven (7) persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a contractor for this Project, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of zero (0) to one hundred twelve (112) points. Offerors will be eligible to receive up to twelve (12) of the one hundred twelve (112) points based on the Offerors status as certified business enterprises as outlined in **Section C.1** of this RFP. The Department's evaluation shall not necessarily be limited to the information provided in the Offeror's proposal. As part of the evaluation, the Department will also consider its own historical experience with the Offeror, as well as the direct experience with the Offeror of the members of the evaluation panel and others involved in the evaluation process. The Contract will be awarded to the Offeror found to be the most advantageous to the Department in accordance with 27 DCMR §§ 1613.5 and 1630.5 and not necessarily the Offeror(s) with the highest evaluated score.

D.4.1 Builder's Experience and References (15 points)

The Department desires to engage a Design-Builder with the experience necessary to realize the objectives set forth in **Section A** of the RFP. This component will be evaluated based on their demonstrated experience:

- (i) in construction and/or renovation of school facilities;
- (ii) in constructing projects in an urban setting;
- (iii) in construction projects with historical aspects;
- (iv) with the design-build delivery method and working as an active and collaborative participant with the owner and a design team through the design process;
- (v) working with designer to develop bid packages based on incomplete construction documents;
- (vi) estimating construction costs based on design development or incomplete construction documents;
- (vii) in completing projects on-time;
- (viii) in completing projects on-budget;
- (ix) knowledge of, and access to, the local subcontracting market; and
- (x) knowledge of the local regulatory agencies and Code Officials.1515

If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to fifteen (15) points.

D.4.2 Designer's Experience and References (15 points)

The Department desires to engage design team with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience in:

- (i) designing school facilities;
- (ii) designing projects in an urban setting;
- (iii) designing projects with historical aspects;
- (iv) demonstrated experience in providing a full range of design services as part of a design-build team;
- (v) demonstrated experience in delivering, coordinated and constructible documents in a phased, fast track environment;
- (vi) demonstrated experience in managing scope expansion in projects priced on incomplete construction documents;
- (vii) in completing projects on-time;
- (viii) in completing projects on-budget; and
- (ix) knowledge of the local regulatory agencies and Code Officials.

The Evaluation Panel will consider the experience of each member of the team in light of their role in the proposed team. This element of the evaluation will be worth up to fifteen (15) points.

D.4.3 Builder's Key Personnel and Staff (15 points)

The Department desires that the Design-Builder assign the appropriate number of personnel having the necessary seniority to implement a project of this type. The personnel shall have experience working together and each such individual shall have the necessary level of experience and education for his or her proposed role. They should have a demonstrated ability to deliver fast-track projects on-time and on-budget. Proposals should identify, at a minimum, (i) the Project Executive; (ii) the Field Superintendent; (iii) the Project Manager to supervise the MEP work; (iv) the Project Manager to supervise the interior design and work; and (v) the individual that will manage quality control and interact with DGS' quality control representative. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element.

Then Design-Builder shall provide a table that identifies the specific staff that will be assigned to this project. The table should include: (i) the individual's name; (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this project); (iv) the time periods during which the individual will be assigned to the project; and (v) whether the individual will be funded through the fee or general conditions. This table should include all personnel that will be assigned to the project. This element of the evaluation will be worth up to fifteen (15) points.

D.4.4 Designer's Key Personnel and Staff (10 points)

The Department desires that senior personnel who have experience in designing and completing high quality, construction projects on-time and on-budget be assigned to this project. They should have a demonstrated ability to design complex, fast-track projects on-time and on-budget. Proposals should identify, at a minimum: (i) the Design Principal; (ii) the Project Architect; and (iii) the primary MEP engineers.

The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. The Design-Builder shall provide a table that identifies the specific staff to be assigned to this project. The table should include: (i) the individual's name; (ii) his or her title and role; (iii) his or her level of effort, i.e. the percentage of time devoted to this project during each phase of design including construction administration. This element of the evaluation will be worth up to ten (10) points.

D.4.5 Management Plan & Schedule (20 points)

Offerors are required to submit with their proposal a Management Plan. The Management Plan shall clearly explain how the Design-Builder intends to manage and implement the Project. It shall demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan shall explain: (i) how the Design-Builder will manage the design process; (ii) the Design-Builder's plan to deliver coordinated and constructible documents; (iii) how the Design-Builder will manage scope expansion following establishment of the GMP which will be based on the permit set of design documents; and (iv) how the Design-Builder proposes to staff and handle construction administration.

The Management Plan should also: (i) identify the key personnel and their specific roles in managing the Project; (ii) identify the key milestone dates and provide a description of how these dates will be achieved; (iii) provide a preliminary schedule for the work; (iv) describe the cost control management structures that will be used to ensure the Project is delivered on-budget; and (v) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated.

The Management Plan will be worth up to twenty (20) points.

D.4.6 Price (25 points)

Offerors will be required to bid a Design Fee, a Design-Build Fee and a General Conditions Budget. This element of the evaluation will be worth up to twenty five (25) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in two volumes, a technical volume and a price volume. Offerors shall submit one (1) original and eight (8) copies of the technical volume that includes the information set forth in **Section D.4.1** below as well as one (1) original and one (1) copy of the pricing volume that included the information set forth in **Section D.4.2** below. Copies of the technical proposal should **not** include the Form of Offer Letter or any spreadsheet or other pricing document referenced in the Form of Offer Letter. The original volumes of the Offeror's submission shall be placed in a sealed envelope conspicuously marked: **"Proposal for Design-Build Services for Bruce-Monroe Elementary School at Park View."**

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Contracts & Procurement Division
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009
Attn: George G. Lewis

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 p.m. EST, on **December 22, 2016**. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8 1/2" x 11" bond paper and typewritten. The CPM schedule may be on 11"x17" bond paper, but shall be folded to a size of 8-1/2"x11". Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. PLEASE INCLUDE PAGE NUMBERS IN YOUR PROPOSAL. The submission shall be organized as follows:

E.4.1 Technical Proposal

The technical proposal shall be organized as follows:

E.4.1.1 Executive Summary

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

E.4.1.2 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the Design Builder and each of its subconsultants.

A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)

B. Firm profile(s), including:

- i. Age
- ii. Firm history(ies)
- iii. Firm size(s)
- iv. Areas of specialty/concentration
- v. Current firm workload(s) projected over the next year
- vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

C. Description of the team organization and personal qualifications of key staff, including:

- i. Identification of the single point of contact for the Design Builder.
- ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the Offeror.
- iii. A list or chart of all personnel proposed for the Project. Such list or chart should include the following information for each individual:
 1. The individual's name
 2. The individual's role

3. Whether the individual's involvement in the Project is funded from the General Conditions Budget or the Design-Build Fee.
4. The percentage of time that will be devoted by the individual to the Project. This should be identified for each phase of the Project.
5. The individual's resume. Resumes should indicate the individual's experience on the eight (8) relevant projects and identify the role of the individual in each past project noted on the resume. The resume should also clearly identify how long the individual has worked in the construction industry and should indicate the number of years of experience in his or her current role as well as prior roles.
6. The individual's current workload over the next two years

iv. A chart showing the experience that the key team members have working together.

E.4.1.3 Relevant Experience and References

A. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. For each such project, the Offeror should provide the information requested below:

- (i) The name and location of the project.
- (ii) The square footage of the project
- (iii) A short narrative of the scope of the contractor's work on the project.
- (iv) The delivery method implemented on the project.
- (v) The start and end dates for construction.
- (vi) The date of builder's engagement and point during the design process at which builder was engaged (e.g., schematic design 50% complete; schematic design 100% complete, etc.).
- (vii) The initial substantial completion date and initial contract value, also noting the contract type (i.e., GMP, NTE or Lump Sum).
- (viii) The level of completion of design documents that the initial contract value was based on.
- (ix) The actual substantial completion date and the final contract value.

B. The Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms (**Attachment M**) are completed and submitted on behalf of the Contractor directly to **Gabrielle Gipson** by the due date for proposals.

C. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture.

E.4.1.4 Project Management Plan

The Project Management Plan should contain the information requested in **Section D.4.6** of the RFP.

E.4.1.5 SBE Subcontracting Plan

Each Offeror shall complete and submit as part of its Technical Proposal a Subcontracting Plan in the form of **Attachment K**.

E.4.1.6 First Source Employment Agreement

Each Offeror shall complete and submit as part of its Technical Proposal a First Source Agreement in the form of **Attachment L**.

E.4.1.7 Preliminary Project Schedule

Each Offeror should prepare a preliminary project schedule (the “Baseline Schedule”) that shows how the Offeror intends to complete the Project in a timely manner. The Baseline Schedule shall be subject to review and approval by the Department and the Design-Builder shall incorporate such adjustments to the Baseline Schedule as may be reasonably requested by the Department. The Baseline Schedule shall be prepared in a CPM method and be developed in a sufficient level of detail so as to permit the affected parties (i.e. the Department, the Architect and the Design-Builder) to properly plan the Project, and shall show: (i) key design milestones and bid packages; (ii) release dates for long lead items; (iii) release dates for key subcontractors; and (iv) substantial and final completion dates. The preliminary schedule must also be submitted in Primavera 6 native format, and upon award, shall be updated by the Design-Builder, at a minimum, on a bi-weekly basis. The schedule should demonstrate that the Offeror understands the project and has a workable method to deliver the project in a timely manner.

E.4.2 Price Proposal

The Price proposal shall be organized as follows:

E.4.2.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment D**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.2.2 Bidder-Offeror Certification Form

Each Offeror shall complete and submit with its Price Proposal the Bidder-Offeror Certification Form attached hereto as **Attachment E**.

E.4.2.3 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment F**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

E.4.2.4 Bid Bond

Each Offeror shall submit with their Price Proposal a bid bond in the amount specified and further explained in **Section H.1** below, in the form of **Attachment H**.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Gabrielle Gipson
Contract Specialist
Department of General Services
1250 U Street, N.W., 3rd Floor
Washington, DC 20009
Phone: (202) 671-2255
Email: Gabrielle.Gipson@dc.gov

Any written questions or inquiries should be sent to **Gabrielle Gipson** at the address above.

F.2 Pre-Proposal Conference

A pre-proposal conference will be held on **December 1, 2016 at 10:00 a.m.** The conference will be held at the L'Enfant Plaza Conference Room, 1250 U St, NW, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to **Gabrielle Gipson** at the address listed in **Section E.1** no later than the close of business on **December 8, 2016**. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by D.C. Code § 2-360.08 and Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that

defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712). Responses, to the request for proposal, ("RFP") shall be in the form of competitive sealed proposals and the contract shall be awarded based on the proposal that is the most advantageous to the Department, or in the event of more than one award, the proposals that are the most advantageous to the Department. The RFP sets forth the evaluation factors and indicates the relative importance of each factor. The RFP contains a statement of work or other description of the Department's specific needs, which shall be used as a basis for the evaluation of the proposal. price will be evaluated; however, while price or total cost to the Department may be an important or even deciding factor in most source selections, the Department may select the source whose proposal is more advantageous in terms of technical merit and other factors in accordance with Title 27 DCMR § 1613.5. As such, the contract contemplated hereunder will be awarded to the offeror whose competitive sealed proposal is determined by the source selection official to be the most advantageous to the Department considering technical merit and other factors.

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

- G. To reject submissions that indicate a lack of understanding of any aspect of the project.
- H. To reject submissions that are too costly, financially or otherwise, to the department relative to other submissions and the project budget.
- I. To reject submission where the Offeror has altered any pricing element or line item by Thirty Percent (30%) from the initial offer or median price for that pricing element or line item in response to a Request for a Best and Final Offer (“BAFO”).
- J. To reject submissions that are deemed non-responsive.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

F.12 Non-Responsive Pricing

A. Pricing. In general, the Department will consider a proposal non-responsive if any pricing element of the Offeror's price is Thirty Percent (30%) higher than the median price submitted by other Offerors. If there are no more than two (2) Offerors, the independent government estimate shall be used to establish a median price. The Department reserves the right to deem a proposal non-responsive if any pricing element of the Offeror's price is Thirty Percent (30%) higher than the median price.

B. Certification. The Department may consider a proposal non-responsive if the Offeror fails to properly complete or provides inaccurate information on the Bidder/Offeror Certification Form (**Attachment E**).

C. Exceptions. The Department may consider a proposal non-responsive if the Offeror identifies any changes or exceptions to the Standard Contract Provisions (**Attachment I**) and the Form of Contract (**Attachment N**).

D. Core Competency. The Department may consider a proposal non-responsive if the Offeror, whether by inclusion or omission, fails, in the Department's sole judgment, to demonstrate an understanding and competence in every aspect of the project.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Design-Builder will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Design-Builder will be required to maintain this coverage in force for a period of at least two years after substantial completion.

G.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Design-Builder, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.1.4 Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Ten Million Dollars (\$10,000,000).

G.1.5 Builder’s risk insurance written on an “all risk” basis and covering the value of the improvements being constructed. This coverage does not need to be maintained until such time as construction operations begin.

G.1.6 With respect to the design team, errors and omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000).

G.1.7 Pollution Liability coverage in the amount of at least Two Million Dollars (\$2,000,000) for each occurrence.

G.2 Additional Insureds

Each insurance policy shall be issued in the name of the contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

SECTION H BONDS

H.1 Bid Bond

Offerors are required to submit with their proposal a bid bond in the amount of \$540,000.00 in the form included as **Attachment O**. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Offerors may submit a cashier's check or irrevocable letter of credit in lieu of a bid bond. However, in the event an Offeror who is awarded a contract fails to post a payment and performance bond for the full value of the contract, the Offeror shall thereby forfeit the full amount of the cashier's check or letter of credit, and the Department shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check or letter of credit in lieu of a bid bond, the Offeror must complete the form included as **Attachment O** and return, notarized, with the Offeror's bid. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by an FDIC insured institution that is acceptable to DGS; and (iv) able to be drawn on in the Washington, DC metropolitan area. The letter of credit shall provide that it may be drawn upon if the holder of the letter of credit submits a signed statement by DGS's contracting officer stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's bid submitted thereunder.

H.2 Trade Subcontractor Bonds

The Form of Contract (**Attachment N**) will require that all trade subcontractors provide a payment and performance bond having a penal value equal to One Hundred Percent (100%) of the cost of the trade subcontract. All such bonds shall be written on a dual-obligee basis.

H.3 Contractor's Payment and Performance Bond

In addition to the trade subcontractor bonds required by **Section H.2**, the Design-Builder will be required to post a payment and performance bond having a penal value equal to the GMP at the time the GMP Contract is executed.