

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



**Request for Qualifications:**

**Pre-qualification of General Contractors,  
Trade Subcontractors and Related  
Construction Service Providers<sup>1</sup>**

**Solicitation No. DCAM-16-CS-0092**

**This solicitation is being set-aside for Firms that are certified by the District of Columbia Department of Small and Local Business Development (DSLBD) as certified Small Business Enterprises (SBEs).**

Issue Date:	Wednesday, March 16, 2016
Submission Due Date:	<i>Open until all requirements have been fulfilled</i>
Delivery of Submissions:	Department of General Services Contracts & Procurement Division 2000 14 <sup>th</sup> Street, NW, 8 <sup>th</sup> Floor Washington, DC 20009
Contact – Procurement:	Courtney Washington Contract Specialist Contracts & Procurement Division 2000 14 <sup>th</sup> Street, NW, 8 <sup>th</sup> Floor Washington, DC 20009 <a href="mailto:Courtney.washington2@dc.gov">Courtney.washington2@dc.gov</a> (202) 724-3986
Contact – Technical Assistance for Offerors:	Milton Goodman <a href="#">DC Procurement Technical Assistance Center</a> Department of Small and Local Business Development 441 4 <sup>th</sup> Street, NW, 850 North Washington, DC 20001 <a href="mailto:milton.goodman@dc.gov">milton.goodman@dc.gov</a> (202) 727-3900

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<sup>1</sup> Reference Determination and Findings for Special Pilot Procurement – *Capacity Pipeline for Current and Future Construction Projects*

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## **Attachment A: Application for Pre-Qualification of General Contractors**

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### **1.0 Introduction**

This Request for Qualifications (RFQ) is the means for prospective certified Small Business Enterprises to submit their qualifications to the Department (Department) for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at [dgs.dc.gov](http://dgs.dc.gov).

### **2.0 Purpose of this RFQ**

The Department will use this RFQ to establish a capacity pipeline for current and future construction projects by pre-qualifying qualified General Contractors, Trades sub-Contractors and other related services from which to solicit bids.

Pre-qualified firms will be given an opportunity to submit bids for set-aside construction projects. Subject to the conditions prescribed by the Department and provided herein, the Department is hereby soliciting qualifications to successfully and economically complete projects in its construction portfolio. On a rolling basis, and until all requirements have been satisfied, the Department will identify eligible vendors, issue bid documents shortly thereafter.

In responding to this RFQ, all Offerors are required to adhere to all of the Department's requirements provided herein. Further, all Offerors must hold the applicable license requirements as determined by the District's Department of Consumer and Regulatory Affairs.

### **3.0 Project Description**

The specific project descriptions and requirements will be provided with each solicitation issued pursuant to this RFQ.

### **4.0 Responding to this RFQ**

Projects set-aside for post-RFQ competition may be subject to change, and the Department does not send notifications of changes to this RFQ or the portfolio of set-aside construction projects to prospective Offerors. Further, the Department is not responsible for failure of any Offeror to receive notification of any change in a timely manner. Offerors are advised to visit the Department's website (<http://www.dgs.dc.gov>) frequently to check for changes and updates to this RFQ. Prospective Offerors must take the following actions to participate in this process.

#### **4.1 Obtaining Clarification Prior to Submitting Pre-qualification Package:**

If your organization wishes to submit questions for clarification prior to submitting the Pre-qualification package, please submit your written questions via email to the contact person for

procurement identified on the cover page. Questions at this stage should address the particulars of the RFQ process and general questions about the overall nature of the initiative. For technical assistance how to draft your pre-Qualification package and subsequent competitive procurement actions connected to this RFQ, Offerors are encouraged to engage the technical assistance contact listed on the cover page.

#### 4.2 Email Intent to Respond:

General Contractors, Trade Subcontractors and Related Construction Contractors who intend to respond to this solicitation are requested to notify the Department by sending an email to the contact identified on the cover page. This is not mandatory but is strongly encouraged, to assist the Department in managing the RFQ process. Please include the name, address, telephone, fax number, and e-mail address of the Contractor (firm) and contact person.

#### 4.3 Preparing and Packaging Your Pre-qualification Submittal:

Pre-qualification submittals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Department's instructions, selection criteria of this RFQ, and completeness and clarity of content. Organizing pre-qualification submittals into the tab order suggested below will not only help each offeror achieve the proper emphasis, but will also facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Offeror's Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked "Pre-qualification submittal – (firm name). Project Name, RFQ Number"), submit the following:

##### Tab 1. Cover Letter

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Offeror takes no exception to the materials provided. **The cover letter shall be one page maximum** and signed by an individual authorized to bind the Offeror contractually. Include in the letter:

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with the Department (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization's designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the Department in contractual matters.

##### Tab 2. Application for Pre-qualification of General Contractors, Trade subcontractors and related Construction service providers:

Complete Application form in full, per specific instructions included therein.

Section 1: Part A – General Information  
Part B – Data Required  
Part C – Questions

Section 2: Parts I through VI. The prospective Contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in section. Responses should provide specific information regarding experience, expertise of the key personnel, description of continuous quality improvement process, and capacity to deliver high quality construction services for this project, and any other relevant selection criteria information not provided elsewhere in the Application form.

### Tab 3. Proposed Approach

Provide a Management Plan for performing the construction activities for which your business is qualified. The Department recommends the Management Plan should deal directly with the issues commonly identified by the Department as critical to a successful outcome, including but not limited to the following: maintenance of project schedule, coordination with adjacent / concurrent infrastructure improvements, facilitating installation of owner-provided equipment and furniture, LEED and building commissioning activities etc.

This section shall be signed by an authorized representative of the prospective Contractor.

## **5.0 Submitting Your Pre-qualification submittal**

Pre-qualification submittals are not to be submitted as e-mails. Pre-qualification submittals may be sent by US mail service certified mail, or overnight delivery carrier, or may be delivered in person. The Offeror assumes all risk of loss regarding any delivery method it chooses to use, and the Department shall not be held responsible for any failure of any delivery service/method.

## **6.0 Selection Process**

### **6.1 Pre-qualification submittal Evaluation Process**

An evaluation team will evaluate the Pre-qualification submittal to determine its responsiveness to the Department's expressed needs, and score them as described below.

#### **6.1.1 Pre-qualification submittal Evaluation Process:**

The Pre-qualification submittals received will be analyzed and scored by members of an evaluation team. Each member of the evaluation team will assign a point score according to the following grading schedule. Points assigned by the individual team members will then be averaged to determine a Total Quality Points score for each Offeror.

**Quality Point Scoring Schedule**

Demonstrated Experience of the Firm 15 points

Firm experience as relates to general contractor, trades and other services.

Demonstrated Experience and Training of Firm Personnel 35 points

Personnel experience to include certification, licenses etc.

Proposed Approach 35 points

The proposed Management Plan should demonstrate the Offeror’s approach to construction projects in general, detailing a clear understanding of the firm’s core business and competitive advantage as a prospective service provider to the Department.

Subcontracting 15 points

Include approach to staffing the job, and strategy for sub-contracting and reaching out to the District’s subcontractor and vendor community.

TOTAL POSSIBLE POINTS = 100 points

#### 6.1.2 Prequalified Contractors Eligible to Bid the Project:

The final scores will be used to establish the list of prequalified contractors that will be eligible to bid on current and future set-aside construction projects. The complexity of the set-aside portfolio coupled with assessments of *Vendor Qualifications, Responsibility*, available *Operating Capacity* and *Pricing* are some of the factors the Department will use to prioritize opportunity and rank the best qualified service providers.

### **Procurement Regulations Governing this RFQ Process**

By responding to this RFQ the Offeror agrees to be bound by the Department's regulations with regards to this RFQ and the Pre-qualification submittal. The Department reserves the right to negotiate additional or different terms as it deems necessary.

The Department reserves the right to reject any and all Pre-qualification submittals, in whole or in part, and reserves the right to issue similar RFQs in the future. This RFQ is in no way an agreement, obligation, or contract and in no way is the Department or the District of Columbia responsible for the cost of preparing the pre-qualification submittal.

#### **A. General**

1. This solicitation document, the evaluation of pre-qualification submittals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services.
2. In addition to describing the Department's requirements, the solicitation document includes instructions which prescribe the format and content of pre-qualification submittals.

#### **B. Errors in the solicitation document**

1. If an Offeror submitting a pre-qualification submittal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the Offeror shall immediately provide the Department with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the Department may modify the solicitation document prior to any date which may be fixed for submission of pre-qualification submittals by issuing an addendum to all Contractors to whom the solicitation document was sent.
2. If prior to any date fixed for submission of pre-qualification submittals an Offeror submitting a pre-qualification submittal knows of or should have known of an error in the solicitation document but fails to notify the Department of the error, the Offeror's pre-qualification submittal shall be submitted at its own risk, and if the Offeror is prequalified, it shall not be entitled to additional consideration by reason of the error or its later correction.

**C. Questions regarding the solicitation document**

1. If an Offeror's question relates to a proprietary aspect of its pre-qualification submittal and the question would expose proprietary information if disclosed to competitors, the Offeror may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the Offeror must submit a statement explaining why the question is sensitive. If the Department concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the Department does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the Offeror will be notified.
2. If an Offeror submitting a pre-qualification submittal believes that one or more of the solicitation document's requirements is onerous or unfair, the Offeror may submit a written request that the solicitation document be changed. The request must set forth the recommended change and the Offeror's reasons for proposing the change.

**D. Addenda**

The Department may modify the solicitation document prior to any date which may be fixed for submission of pre-qualification submittals by updating the RFQ posted on its website. If any Offeror determines that an addendum unnecessarily restricts its ability to submit a pre-qualification submittal, it must notify the Department no later than one day following the receipt of the addendum.

**E. Withdrawal and resubmission/modification of pre-qualification submittals**

An Offeror is to notify the Department in writing if they wish to withdraw their pre-qualification submittal prior to any deadline for submitting. The notice must be signed by the Offeror. The Offeror may thereafter submit a new or modified pre-qualification submittal, provided that it is received at the Department no later than any pre-qualification submittal due date. Modifications offered in any other manner, oral or written, will not be considered. Pre-qualification submittals cannot be changed or withdrawn after any pre-qualification submittal due date and time which may be set.

**F. Evaluation process**

1. The evaluation team will review all pre-qualification submittals that are received to determine compliance with solicitation document requirements.
2. If a pre-qualification submittal fails to meet a material solicitation document requirement, the pre-qualification submittal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a pre-qualification submittal to be rejected.

3. Pre-qualification submittals that contain false or misleading statements may be rejected if, in the Department's opinion, the information was intended to mislead an official of the District regarding a requirement of the solicitation document.
4. During the evaluation process, the Department may require an Offeror's representative to answer questions with regard to the Offeror's pre-qualification submittal. Failure of a Contractor to demonstrate that the claims made in its pre-qualification submittal are in fact true may be sufficient cause for deeming a pre-qualification submittal non-responsive.

**G. Rejection of pre-qualification submittal**

The Department may reject any or all pre-qualification submittals and may or may not waive an immaterial deviation or defect in a pre-qualification submittal. The Department's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse an Offeror from full compliance with solicitation document specifications. The Department reserves the right to accept or reject any or all of the items in the pre-qualification submittal, if it is deemed in the Department's best interest. Moreover, the Department reserves the right to make no selection if pre-qualification submittals are deemed not to be in the best interests of the District.

**H. Suitability of pre-qualification submittal**

The Department reserves the right to determine the suitability of pre-qualification submittals on the basis of a pre-qualification submittal's meeting administrative requirements, technical requirements, and its assessment of the demonstrated experience of the firm, the demonstrated experience and training of project personnel, and the project approach.

**I. Decision**

Questions regarding the Department's pre-qualification of contractors on the basis of pre-qualification submittals submitted in response to this solicitation document, or on any related matter, should be addressed to the individuals listed on the cover page of this RFP, who will forward the matter to the appropriate Contracting Officer/Program Official.

**End of RFQ Form**