

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



SOLICITATION DCAM-20-NC-RFP-0007

THIRD PARTY QUALITY ASSURANCE SERVICES

AMENDMENT NO. 4

Amendment Number 4 is hereby issued and posted on the Department's web site at dgs.dc.gov December 5, 2019. Except as otherwise noted, all other terms and conditions of the Solicitation remain unchanged.

1. Cover Page and Section L.4.2.1 Date and Time for Receiving Submissions

Delete: December 10, 2019

Insert: December 17, 2019

2. Section C.5.1.5, Inspection Services, first sentence

Delete: In its entirety

Insert: The Consultant shall, as requested by the Department, provide the following additional inspection services:

3. Section C.5.8.1 Staff and Supervision

Insert: C.5.8.1.1 **Key Personnel**

The Consultant shall provide Key Personnel to complete the required services. The Key Personnel along with a description of the position are provided below:

- (a) Principal – Executive, Senior Management level staff person with whom the Department will typically request and discuss service delivery with.
- (b) Project Manager/Lead Engineer - Subject Matter Expert; Technical Person directly involved and responsible for the quality and accuracy of the Task order Deliverables; licensed, certified or credentialed, if required.
- (c) Inspector/Technician - Assigned filed person(s)

responsible for inspections, data collections, back office research and lab work; licensed, certified or credentialed, if required.

C.5.8.1.2 Other Staff

The Consultant shall also provide required administrative support through a Clerk.

4. Section H.11 District Responsibilities, item (c)

Delete: In its entirety

Insert: (c) Ensure that each Request for Task Order Proposal provides an adequate description of the Department's requirements for the project including unique project details, required unit pricing, Deliverables, and completion dates.

5. Section H.13, Diversion, Reassignment and Replacement of Key Personnel

Delete: In its entirety

Insert: The key personnel specified in Section C.5.8.1.1 are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the CO at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the CO for any proposed substitution of key personnel.

6. Section J, Attachments, Attachment J.11 Past Performance Evaluation Form

Delete: In its entirety

Insert: Attachment J.11 Past Performance Evaluation Form (revised) provided as Attachment 1 to Amendment 4. The revised form adds "Category" to the top of the form and provides a list of Categories on page 2 of the form.

7. Section L.2.3.1.1 Past Performance and Previous Experience, item (b)

Delete: In its entirety

Insert: (b) The Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms (Attachment J.11), are completed and submitted on behalf of the Offeror directly to contact person identified in L.19 by the due date for Proposals as specified in L.4.2. The Offeror shall ensure

that each Past Performance Evaluation Form clearly indicates the Category or Categories the evaluation form is being submitted for.

8. Section L.2.3.1.3 Key Personnel and Organization, item a

Delete: In its entirety

Insert: (a) Resumes for each key personnel identified in C.5.8.1.1, including definition of that person's role, relevant project experience, education, training and experience of the key personnel.

9. Section L.5 Explanations to Prospective Offerors

The responses to the remaining questions received about the solicitation are provided in Attachment 2 to Amendment 4.



James H. Marshall
Contracting Officer

December 5, 2019
Date

End of Amendment No. 4

DCAM-20-NC-RFP-0007
Third Party Quality Assurance Services
Amendment 4

Attachment 1

DCAM-20-NC-RFP-0007

PAST PERFORMANCE EVALUATION FORM
(Check appropriate box)

OFFEROR _____

CATEGORY _____
(See Page 2 for List of Categories)

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name and Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
E-mail address of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and Period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

Please submit completed evaluation to james.marshall@dc.gov

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions for guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements. Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

Category

- Category 1 – Commissioning Services for LEED Certification
- Category 2 – Construction Materials Testing (Special Inspection Services)
- Category 3 – Third Party Plan Review Services
- Category 4 – Third Party Construction Inspections
- Category 5 – Environmental Site Assessment and Industrial Hygienist Services
- Category 6 – Site and Utilities Surveys
- Category 7 – Archeological Services

Attachment 2

No.	Question	Response
20	Is Cyber Liability and Environmental Pollution insurance required for the Archaeology category? They are not typically required for cultural resource/archaeology contracts.	The District's Office of Risk Management establishes the insurance requirements for each DGS solicitation. The insurance requirements for Category specific contracts may be discussed pre-award..
21	Under Category 1 – Commissioning Services for LEED Certification, Section C.5.1.5 Inspection Services includes additional inspection services including environmental/ physical testing and other construction and quality assurance inspection services. Do you envision that these services be part the Commissioning scope? Requests for Environmental and Physical testing inspections services are also located in this RFP Category 2 – Construction Material Testing.	Please see Amendment 4, item number 2.
22	For the Past Performance and Previous Experience section can you confirm that you only want the four projects and three evaluations and no further text or information to address past performance and previous experience?	Section L.2.3.1..1 describes the minimum requirements for information to be included in an Offeror's proposal for Past Performance and Previous Experience. Offerors may include any other information the offeror deems appropriate.
23	For the 51% District Residents New Hires Requirements and First Source Employment Agreements, is there a mechanism to show that a firm has attempted to hire from the District but with little to no response?	Documentation and details of attempted but failed communications regarding compliance with the First Source Agreement should be submitted in a timely manner to the Contracting Officer.
24	For the price schedule, the Item Descriptions do not include all the standard archaeological classifications (e.g., crew chiefs, field directors, lab directors, and historians). Given the price schedule is for evaluation purposes only, do we not include those classifications and give you only those requested? We just want to ensure you are not asking for them to be blended into the four classifications.	Please see Amendment 4, item number 3 and Attachment J.12, Price Schedule. All hourly rates to be paid under the resulting contract or Task Order are provided in Attachment J.12.
25	Since the PPE's are sent directly to you, can the three (or more) that we have sent count for all three proposals. In other words, you receive three PPE's for an offeror and the offeror submits three separate proposals. Will you use the three PPE's you receive to evaluate us as a firm, or are you expecting three PPE's for Category 2, three for Category 4 and three for Category 5?	As described in the RFP, the Offeror shall provide a complete proposal for each category the Offeror would like to be considered. A complete proposal includes three Past Performance Evaluation forms. See Section L.2.3.1.1 of the RFP. Please also see Amendment 4 Items number 6 and 7.
25a	If we have to send three for each category, can we use the same client for each category?	The Offeror may request Past Performance Evaluation forms be submitted on the Offeror's behalf from whomever the Offeror chooses.
25b	If we must send three for each proposal, must the PPE's state that they are in reference to a certain category?	Yes. Please see amendment 4, item numbers 6 and 7.
26	Please confirm if previously provided design services on DGS facilities presents a conflict of interest for Category 1: Commissioning Services for LEED Certification.	The Department will examine potential conflict of interests on a per Task Order basis. In general, firms who served in a prime contractor role for project related services such as General Contractor, Construction Manager, Architect, Engineer, etc would be precluded from future procurement opportunities regarding the project.
27	Are the four feature projects in the Past Performance and Previous Experience section exclusive to the Prime's experience?	Yes. The information submitted will be used to evaluate the Offeror's past performance and previous experience.
28	Would DGS consider allowing prime firms to propose for Category 1 Commissioning Services for LEED certification as well as the other categories?	Yes. Please see Amendment 3.
29	We are pursuing the Site and Utilities Survey for the Third Party Quality Assurance Services project. Do we have to be an approved DCRA 3rd party vendor to participate in this pursuit?	No. DCRA approval is required to provide Category 3 – Third Party Plan Review Services and Category 4 – Third Party Construction Inspections.
30	A question stemming from RFI response #19. Similarly, our question pertained to Category 2, where the bid form denotes Principal/PM/Technician/Clerk only. Presumably, as soon as a Task Order RFP were assigned, we would also need to capture items such as concrete cylinders, soil proctors, etc. If I'm interpreting the RFP response correctly, does that mean at that time we'll be able to add those additional unit rates to that bid? Or is the expectation that we load the unit rates of these four categories to account for any and all additional costs?	Yes. Please see Amendment 4, item number 4.

No.	Question	Response
31	The RFP indicates that the SOW is divided into 7 categories. However, we are interested to submit our proposal only for category 2 & 4 which we fulfill all the requirements. Do we still need to provide subcontracting plan for other categories or we can provide a proposal for these particular categories?	Offerors may submit a proposal for any or all categories. A complete proposal as described in Section L.2.3 of the RFP and amended in Amendments 1 - 4, shall be submitted for each category the Offeror would like to be considered.
32	As a supporting document, do we need to submit resumes or any other particular attachment along with our proposal?	Please see Section L.2.3 of the RFP as well as Amendments 1 - 4.
33	Can you submit a proposal if	
34	Is the Tax Affidavit only required for businesses headquartered in the District?	No.
34a	If based in Virginia, do we need to complete it as well?	Yes.