



# WELCOME

## Pre-Proposal Conference

### Property Management Services at John A. Wilson Building

Solicitation No. DCAM-23-NC-RFP-0007

January 18, 2023

# DISCLAIMER



- The information contained in this presentation is for informational purposes only.
- In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.
- Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.
- Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by the Contracting Officer by a written amendment.

# REMINDERS



- Sign-in
- Mute audio settings
- Disable video feed
- Reserve questions until end of presentation
- Activate “raised hand feature” during Q&A
- In-meeting chat function to host and/or all participants
- All verbal questions are to be submitted to Contract Specialist for a formal response.

# AGENDA



- Introductions
- Purpose
- Procurement Schedule
- Project Description
- Proposal Submission Requirements
- Evaluation Criteria
- Q&A



## ➤ **Contracts and Procurement Division**

- Domonique Banks      Contracting Officer
- Karen Araujo      Senior Contract Specialist

## ➤ **Facilities Management Division**

- Jean-Francis Varre      Area III Manager & COTR

# PURPOSE



- To inform potential offerors about the RFP
- To provide potential offerors clarity and direction as it relates to the RFP
- Offer potential offerors a platform to discuss and ask questions

# PROCUREMENT SCHEDULE



- **Issue Date:** January 12, 2023
- **Pre-Proposal Conference:** January 18, 2023, at 11:00 a.m.
- **Site Visit:** January 19, 2023, at 1:00 p.m.
- **Last day for Questions:** January 26, 2023, by close of business
- **Proposal Due Date:** February 23, 2023, at 10:00 a.m.

# PROJECT DESCRIPTION



## ➤ Overview

- Department intends to award one (1) Contract for this Facility.
- Contract is for a Base Period and up to four (4) additional option years.
- Firm-fixed fully loaded price contract for monthly basic services.
- Time-and-Material component for supplemental repair and replacement services on an hourly rate.

## ➤ Property Management Services

- Building maintenance and operation services
- Include all management, supervision, labor, materials, repair parts, tools and equipment/supplies, administrative support, etc.
- Ensure effective performance of OM&R services; include electrical, mechanical, plumbing, etc.



# PROJECT DESCRIPTION



## ➤ **SBE Set-Aside Participation**

- This RFP is designated for certified Small Business Enterprise (SBE) offerors under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended.
- Offerors that are found to be non-SBE’s at the time of the proposal due date will be deemed non-responsive and their submission will not be considered.

## ➤ **Joint Venture Exclusion**

- Pursuant to DC Code §§2-218.02 (1D) – (1E) and 2-218.39a, a joint venture is not an SBE; therefore, certified joint ventures are excluded from responding to this RFP.

# PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on **February 23, 2023, no later than 10:00 a.m.** via electronic submission using the Quickbase Contracts and Procurement Submission Portal.
- Refer to Section L and M of the RFP and *Exhibit J.8* (Vendor Submission Portal Instructions).
- Technical proposal must clearly demonstrate capacity to provide services for the Facility.
- **Proposal Organization and Content**
  - Refer to Section L.2 of the RFP
  - All attachments shall be submitted as a .pdf, with exception of Price-Cost Proposal, which is to be submitted as excel format.
  - Label each attachment, i.e., “technical proposal”, “price-cost proposal”, “compliance documents package.”

# PROPOSAL SUBMISSION REQUIREMENTS



- **Technical Proposal**
  - Table of Contents
  - Pages must be numbered consecutively
  - Proposal typewritten in 12-point font size
  - Submitted in organized manner:
    - Relevant Experience
    - Project Team Qualifications and Resumes
    - Management Plan
- **Price-Cost Proposal**
  - Complete in form of *Exhibit J.7* (excel).
- **Compliance Documents Package**
- **Vendor Submission Portal**

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price Schedule – Basic Services (Exhibit J.7)

CLIN	DESCRIPTION	UNIT	COST	QTY	EXTENDED COST
<b>0001</b>	<b>BASIC SERVICES</b>				
0001AA	Operations, Maintenance, Repair and Improvement Services (C.5.2)	MTLY		12	\$ -
0001AB	Service Call Operations and Tenant Environment (C.5.3)	MTLY		12	\$ -
0001AC	Electrical Services (C.5.4)	MTLY		12	\$ -
0001AD	Mechanical Services (C.5.5)	MTLY		12	\$ -
0001AE	Plumbing Services (C.5.6)	MTLY		12	\$ -
0001AF	Elevator and Lifts and Escalators Services (C.5.7)	MTLY		12	\$ -
0001AG	Energy Management Control Systems Services (C.5.8)	MTLY		12	\$ -
0001AH	Fire Protection Systems (C.5.9)	MTLY		12	\$ -
0001AI	Architectural and Structural Services (C.5.10)	MTLY		12	\$ -
0001AJ	Snow and Ice Removal Services (C.5.11)	MTLY		12	\$ -
0001AK	Custodial and Janitorial Services (C.5.12)	MTLY		12	\$ -
0001AL	Waste Management and Recycling Services (C.5.12)	MTLY		12	\$ -
0001AM	Landscaping Services (C.5.13)	MTLY		12	\$ -
0001AN	Pest Control Services (C.5.14)	MTLY		12	\$ -
0001AO	Locksmith Services (C.5.15)	MTLY		12	\$ -
0001AP	Special Services (C.5.16)	MTLY		12	\$ -
0001AQ	Specialized Services (C.5.17) - <i>RESERVED</i>				
	<b>TOTAL BASIC SERVICES</b>				\$ -

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price Schedule – Repair & Replacement Services (Exhibit J.7)

CLIN	DESCRIPTION	UNIT	COST	QTY	EXTENDED	
						COST
<b>0002</b>	<b>REIMBURSABLE SERVICES (C.5.20)</b>					
0003	Electrician	HRLY		1	\$	-
0004	Electrician - Overtime	HRLY		1	\$	-
0005	Electrician - Emergency Callback	HRLY		1	\$	-
0006	Emergency Generator Technician	HRLY		1	\$	-
0007	Emergency Generator Technician - Overtime	HRLY		1	\$	-
0008	Emergency Generator Tech.- Emergency Callback	HRLY		1	\$	-
0009	HVAC Technician	HRLY		1	\$	-
0010	HVAC Technician - Overtime	HRLY		1	\$	-
0011	HVAC Technician - Emergency Callback	HRLY		1	\$	-
0012	Oil & Gas Systems Technician	HRLY		1	\$	-
0013	Oil and Gas Systems Technician - Overtime	HRLY		1	\$	-
0014	Oil and Gas Systems Tech. - Emergency Callback	HRLY		1	\$	-
0015	Fire Alarm Maintenance	HRLY		1	\$	-
0016	Fire Alarm Maintenance - Overtime	HRLY		1	\$	-
0017	Fire Alarm Maintenance - Emergency Callback	HRLY		1	\$	-
0018	Plumber	HRLY		1	\$	-
0019	Plumber - Overtime	HRLY		1	\$	-
0020	Plumber - Emergency Callback	HRLY		1	\$	-

# PROPOSAL SUBMISSION REQUIREMENTS



- **DSLBD SBE Subcontracting Form**
  - Fully and accurately completed
  - Failure to do so may be sufficient to render proposal non-responsive
  
- **DOES First Source Employment Agreement & Plan**
  - Must be accepted by DOES prior to start of services
  - Contracts valued at \$300,000 or more
  
- **Insurance Requirements**
  - Certificate of Insurance (COI) must be submitted within 7-10 business days from Notice of Award
  - ORM must approve COI prior to execution of Contract
  
- **Campaign Finance Reform Amendment of 2018**
  - Contractor Self Certification Form

# EVALUATION CRITERIA



- **Technical Evaluation Factors**
  - Factor A: Relative Experience 30 points
  - Factor B: Project Team Qualifications & Resume 15 points
  - Factor D: Management Plan 35 points
  - Total Maximum Technical Points Allowable 80 points
  
- **Price** 20 points
  
- **CBE Preference Points** up to 12 points
  
- **Total Possible Points** **112 points Max**

# EVALUATION CRITERIA



## ➤ Technical Rating Scale

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.





# QUESTIONS?



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