



# WELCOME

## Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

## Real Estate Brokerage and Advisory Services

Solicitation No.: [DCAM-23-NC-RFP-0004](#)

Monday, February 13, 2021 – 2:00 PM EST



@dcdgs



# 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 way of a written addendum.

# HOUSEKEEPING



- ✓ Please note, as you entered the meeting the system automatically muted your mic
- ✓ You may enable or disable your video feed based on your own preference
- ✓ Please reserve questions until the end of the presentation
- ✓ Feel free to chat with participants using the in-meeting chat function
- ✓ Please utilize and submit all questions via the in-meeting chat function. All questions will be addressed during the Q&A
- ✓ This Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.
- ✓ As a reminder **ALL** verbal questions should be submitted to Contracts and Procurement for consideration and a formal response via the Vendor Bid/Proposal Submission Portal

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

# MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
  - Executive Summary
  - Contract Type
  - Overview of SOW
- IV. Explanation To Prospective Offerors
- V. Proposal Submission Requirements
  - DSLBD Subcontracting Plan/Compliance Documents
- VI. Evaluation Criteria
- VII. Proposal Submission Method & Deadline

# INTRODUCTIONS



## ➤ Contracts and Procurement (“C&P”)

- **Eric Njonjo** Deputy Chief Procurement Officer
- **Domonique L. Banks** Contracting Officer  
Supervisory Contract Specialist
- **Ashley Willis** Contract Specialist

## ➤ Portfolio Division

- **Tiwana Hicks** Associate Director

# PROCUREMENT SCHEDULE



- **Issue Date:** Thursday, February 2, 2023
- **Pre-Proposal Conference:** Monday, February 13, 2023
- **Last day for Questions:** Wednesday, February 15, 2023  
Questions shall be submitted via the Vendor Bid/Proposal Submission Portal:  
**Vendor Bid/Proposal Submission Portal:**  
<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>  
**Subject:** DCAM-23-NC-RFP-0004 Real Estate Brokerage and Advisory Services
- **Proposal Submission Date:** **Section [L.4] Friday, March 31, 2023, at 10:00 A.M.** Electronic Submission via Electronic Submission [DGS QuickBase Submission Portal]: **QBSP**  
**Attention:** Ashley Willis

# PROJECT DESCRIPTION AND KEY ELEMENTS



## ➤ Overview-Executive Summary

- The Department of General Services (the "District," "DGS" or "Department") is seeking to engage qualified firms with weighted knowledge and skillset under Special Item Number (SIN) 522310 (Financial Advising, Loan Servicing and Asset Management Services) and 531210 (Financial Asset Resolution Services), to provide *Real Estate Brokerage and Advisory Services*, in accordance with the Scope of Work ("SOW").

## ➤ Type of Contract

- Pursuant to the District of Columbia Procurement Practices Reform Act ("PPRA") 2010, Section 403 Competitive Sealed Proposals, and in accordance with Title 27 DCMR, Chapter 24, 2416 Term Contracts. The Department awards a Term Contract based on *firm-fixed commission rates*. The Department anticipates recurring requirement but cannot predetermine the precise quantities of services that the Department will need during the defined period.

# OVERVIEW OF SOW



- The Department has an in-house real estate portfolio management staff responsible for managing the District's real estate portfolio on behalf of client agencies. The awarded firm (hereinafter referred to as the "Real Estate Consultant") shall be responsible for providing a range of real estate consulting services including strategic planning, lease acquisition, property disposal, tenant representation and lease/contract negotiation.
- The Real Estate Consultant ("REC") shall obtain **all** license and permits that may be required from the Department of Licensing and Consumer Protection ("DCLP") and the D.C. Code and regulations which are applicable.
- The Department expects the REC to provide all services in accordance with all applicable industry standards, federal, state and local municipalities ordinances and statutes, and all applicable D.C.
- *Offerors should take care to review the **ENTIRE** RFP Solicitation Document assuring full understanding of the District's expectations and Terms & Conditions. Contractors will **not** be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become fully acquainted with all information, schedules and liability concerning the services to be performed as provided by the District.*



# EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposes only and all questions ***must be*** formally submitted to the Department by email for an official response.
- **Questions shall be submitted via the Vendor Bid/Proposal Submission Portal and labeled accordingly:**

## **Vendor Bid/Proposal Submission Portal :**

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

### **Contract Specialist:**

**Ashley Willis**

### **Subject:**

DCAM-23-NC-RFP-0004 - Real Estate Brokerage and Advisory Services  
(Attention: Ashley Willis)

If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question via the Vendor Bid/Proposal Submission Portal to the attention of Contract Specialist, Ashley Willis. The prospective Offeror should submit questions no later than ***close of business on Wednesday, February 15, 2023***. The Department may not consider any questions received less than forty-five (45) days prior to the closing date and time indicated for this solicitation in Section [L.4.1.4]. The Department will furnish responses via addenda issued to the solicitation and posted to the Department's Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An addenda to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective Offeror. Oral explanations or instructions given by Department officials before the award of the Contract will not be binding.

# EVALUATION CRITERIA



## ➤ TOTAL POINTS TECHNICAL, PRICE & CBE/SBE (112 Points Maximum)

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any. The Department will award a single Contract to the responsive and responsible Offeror whose offer conforms to the solicitation and will be most advantageous to the Department, in accordance with D.C. Official Code § 2-354.03 technical and other factors, specified elsewhere in this solicitation shall be considered

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
<b>Criteria A:</b> Technical Evaluation	90
<b>Criteria B:</b> Price Evaluation	10
<b>Criteria C:</b> DSLBD CBE Preference Points	Up-to 12
<b>TOTAL MAXIMUM POINTS ALLOWABLE</b>	<b>112</b>

# EVALUATION CRITERIA



## ➤ TOTAL TECHNICAL POINTS (90 Points Maximum)

Total points shall be the cumulative total of the Offeror's technical criteria points, price criterion points and preference points, if any.

TECHNICAL EVALUATION FACTORS	Points
<b>Factor A – Section M.4.1</b> Relative Experience and Past Performance	40
<b>Factor B – Section M.4.2</b> Relevant Experience of Key Personnel	40
<b>Factor C – Section M.4.3</b> General Requirements and Technical Approach	10

# 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.

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation category to determine the Offeror's score for each factor. The Offeror's total technical score will be determined by adding the Offeror's score in each evaluation category. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the Offeror's response as "Good," then the score for that evaluation category is 4/5 of 40 or 32.

# PROPOSAL SUBMISSION REQUIREMENTS



**The Technical Proposal** must be organized and prepared as follows:

- i. Table of Contents;
- ii. Each page of the proposal must be numbered consecutively;
- iii. Proposals shall be typewritten in 12-point font size; with each section separated
  1. Relative Experience and Past Performance
  2. Relevant Experience Key Personnel;
  3. General Requirements and Technical Approach
- iv. Offeror's Past Performance Evaluation Form(s) – Attachment J – *the Offeror shall provide no less than three (3) Past Performance Customer Evaluations forms completed by its clients were providing comparable relative and related services as defined by this RFP.*

**The Price Proposal must be** organized and prepared as follows:

- i. Completed Price Schedule substantially in the form of **Exhibit J.4**
  - a) The Offeror shall provide pricing for all CLINs including those CLINs identified for the Base Period and each additional Option Year Period. Failure to provide pricing for all CLINs as order herein shall be sufficient to render an Offeror's proposal nonresponsive and thereby may be excluded from further evaluation related to a potential contract award.
  - b) The Offeror shall submit its Price Proposal **Exhibit J.4** in the MS Excel document format **only**.

# PROPOSAL SUBMISSION REQUIREMENTS



## *Compliance Documents Package*

Offerors shall complete, sign, and submit all Representations, Certifications and Acknowledgments as appropriate. The District will reject any offer that fails to include a subcontracting plan that is required by law:

- i. Bidder/Offeror Certification – **Attachment A**
- ii. DOES 1St Source Agreement – **Attachment B**
- ii. DOES 1St Source Revised Employment Plan – **Attachment C**
- iii. DSLBD SubContracting Plan Form – **Attachments D**
- iv. DOES EEO Policy and Report – **Attachment E**
- v. Certificate of District City-wide Clean Hands – **Attachment F**
- vii. Valid (active) Business License – **Attachment G**
- viii. Valid (active) Real Estate Brokers License – **Attachment H**
- ix. Campaign Finance Reform Contractor Self-Certification Form – **Attachment I**

# PROPOSAL SUBMISSION METHOD & DEADLINE



## ➤ **Electronic Proposal Submission:**

Proposals must be submitted into the Department's QBSP system (Submission Instruction – Attachment K) no later than **10:00 a.m. on Friday March 31, 2023**. Department's QBSP Portal: <https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

**Solicitation ID:** DCAM-23-NC-RFP-0004

**Project Name:** Real Estate Brokerage and Advisory Services

**Designated Contract Specialist:** Ashley Willis

**NOTE:** Offerors may group multiple required exhibits/attachments into a single pdf and submit to (1) of the (3) file uploads (up to the maximum file sizes). Two of the uploads have a maximum file size of 100MB and the third upload has a maximum file size of 50MB. Additionally, for the avoidance of confusion and not to the contrary, there is no limit to the number of times an Offeror may access and submit documents through the Vendor Submission Portal but only documents received by the due date and time will be accepted by the Department



# QUESTIONS?





# Connect with DGS!



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