

EXHIBIT A

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

**Request for Proposals (“RFP”)
CONSOLIDATED MAINTENANCE SERVICES FOR THE DEPARTMENT OF
HUMAN SERVICES (“DHS”) SHORT-TERM FAMILY HOUSING FACILITIES
Solicitation No. DCAM-19-NC-RFP-0005
Pre-Proposal Conference Agenda
Friday, April 12, 2019 | 10:00 AM**

AGENDA

1. Welcome/Introductions

- Contracts & Procurement
- Facilities Management Division

2. Procurement Schedule

- Issue RFP.....Tuesday, April 9, 2019
- Pre-Proposal Conference.....Friday, April 12, 2019 at 10:00 AM
- Last Day for Questions/Clarifications.....Thursday, April 18, 2019
- Proposal Due Date.....**Thursday, May 9, 2019 by 10:00 AM**
- Site Visit (Ward 5)Friday, April 12, 2019 at 1:00 PM
- Site Visit (Ward 6)Monday, April 15, 2019 at 10:00 AM
- Site Visit (Ward 8 – 4300 12Th St.)Monday, April 15, 2019 at 2:00 PM

3. Project Description

- SBE Set-Aside Participation
- CM services to include management, supervision, labor, materials, supplies and equipment to ensure effective performance of Operations, Maintenance and Repair (OM&R) services.
- OM&R services include: electrical, mechanical, plumbing, elevators, landscaping, pest, snow and ice removal, etc.

4. Technical Proposal: Proposal Submission Requirements

- Proposal Organization and Content
 - One (1) original and four (4) copies of written proposals submitted in two parts, titled "Technical Proposal" and "Price Proposal."
 - Incorporate Table of Contents; each page of proposal must be numbered consecutively. Typewritten in 12 point font size on 8.5” by 11” recycled content bond paper; and submitted in a three (3)-ring binder with each section separated by tabs.

- The proposal (excluding resumes and/or any exhibits) should be no more than 100 pages in its entirety.
- Official name of the firm submitting the proposal must appear on the outside front cover of each binder.
- Each proposal shall be submitted in a sealed envelope/package conspicuously marked:
 - **WARD 5:** "Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0005A, “Consolidated Maintenance Services for DHS’ Short-Term Family Housing Facilities (Ward 5)”
 - **WARD 6:** "Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0005B, “Consolidated Maintenance Services for DHS’ Short-Term Family Housing Facilities (Ward 6)”
 - **WARD 8 (4300 12th St.):** "Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0005C, “Consolidated Maintenance Services for DHS’ Short-Term Family Housing Facilities (Ward 8 – 4300 12th St.)”
- Submit one (1) USB Flash Drive to include the Price Proposal and the Technical proposal. All attachments submitted as a .pdf file, with exception of Attachments J.11, J.12, and J.13 (Price Schedule) which shall be submitted in *both* .pdf file and MS Excel document format.

5. Evaluation Criteria

- Past Performance (5 points)
 - Past Performance Evaluation Form
- Relevant Experience (25 points)
- Project Team Qualifications and Resumes (15 points)
- Management Plan (35 points)
- Price (20 points)
- Up-to (12) CBE Preference Points
- Technical Ratings

6. Compliance Requirements

- Insurance Requirements ([Section I.8](#))
- Bidder-Offeror Certification Form
- SBE Subcontracting Plan
- First Source Agreement & Plan
- EEO Policy Statement Agreement
- All other compliance documents as indicated in the RFP

7. Questions

Note: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Department’s final position. All oral

questions must be submitted by potential Offerors in writing no later than **Thursday, April 18, 2019** in order to generate an official answer. Official answers will be issued by an Addendum to this RFP and posted on the DGS website at www.dgs.dc.gov.