

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

Request for Proposals (“RFP”)
Comprehensive Facility Condition Assessment and Space Utilization Studies
Solicitation No. DCAM-19-NC-RFP-0006
Pre-proposal Conference
Thursday April 18, 2019 1:00 P.M. EST

AGENDA

1. Welcome/Introductions

- Contracts & Procurement
- Planning Office

2. Procurement Schedule

- Issue RFP April 15, 2019
- Pre-proposal Conference.....Thursday, April 18, 2019 at 1:00 P.M.
- Last Day for Questions/Clarifications..... Tuesday, April 23, 2019
- Proposals Due Monday, May 6, 2019 by 11:00 A.M. ***Section L.6.1***

3. Key Project Elements

- This solicitation is designated for Set-Aside Market Participation only | ***Section B.5***
 - This RFP is designated only for certified small business enterprises (“SBEs”) 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. Thus, ***ONLY Bidders that are certified by the District of Columbia Department of Small and Local Business Development (“DSLBD”) as SBEs at the time of the Bid Due Date are eligible.***
- RFP Table of Contents

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4. SOLICITATION

The District of Columbia Government (the “District”), acting by and through its The Department of General Services (“DGS” or the “Department”), Division of Contracts and Procurement, collectively the “District”, is seeking multiple contractors to prepare Comprehensive Facility Condition Assessment and Space Utilization Studies (“the evaluation” or “the FCA”) for various District of Columbia owned and or operated facilities. This work shall consist of collecting and providing documented data to define and determine the short and long-term level of capital reinvestment needed to maintain the subject facilities as safe, reliable, functional and more energy efficient government assets. The evaluations shall provide objective, analytical findings and recommendations that optimally meet the identified needs; producing both a physical plan of action as well as the basis of an estimated, recommended budget, to satisfy those needs. The District will use the information from the evaluation to determine future capital funding needs, space needs and to identify future physical repair, replacement and upgrade projects

5. CONTRACT TYPE

In accordance with 27 DCMR Chapter 2416 Term Contracts, the District contemplates award of *multiple* Indefinite Delivery, Indefinite Quantity term type contracts (“IDIQ”) based on *firm-fixed, full-loaded per square foot service rates*. These IDIQ contracts (“Contract”) are for the services specified and effective for the period stated.

Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause, **Section [G.5]**. The Contractors shall furnish to the Department, when and if ordered, the services specified in the price schedule **Section [B.3]**, up to and including the maximum aggregate amount of \$4,000,000.00 in total fixed price services under CLINs 0001 through CLIN 0006. *The Department will order, and the Contractor shall deliver, at least the minimum of \$250.00 in firm-fixed, full-loaded per square foot service rates and the Department may order a maximum of \$4,000,000.00 of all services during the Base Period and each of the additional Option Year, respectively.*

6. SCOPE OF SERVICES REQUIRED

The Contractor shall prepare Comprehensive Facility Condition Assessments (“FCAs”) with associated data to be uploaded and function as the source for the District Department of General Services’ (“DGS”) development of a comprehensive repair, alteration, and improvement program for District facilities. The Assessment and analytical data will enable the District to plan, manage and analyze data utilizing a single platform. This will enhance the District’s ability to develop short, intermediate, and long-term capital

improvement strategies based on stakeholder needs and will provide for a cost-effective operation of the facility based upon the prioritization code for each identified element or component in the study.

7. BOND REQUIREMENTS

Bid Bond

H.12.8.1.1 The Contractor is required to submit with their Proposals a bid bond in the amount of **five percent (5%)** of total bidding budget, in the form included as Attachment J.16 Bid Bond. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties.

H.12.8.1.2 Alternatively, the Contractor may submit a cashier's check in lieu of a bid bond. However, in the event a Contractor who is awarded the contract fails to post a payment and performance bond for the full value of the contract, the Contractor shall therefore forfeit the full amount of the cashier's check, and the Department shall collect such funds as liquidated damages.

H.12.8.1.3 If the Contractor chooses to submit a cashier's check in lieu of a bid bond, the Contractor must complete the form included as Attachment J.17 Bid Guaranty Certificate and return, notarized, with the Contractor's Proposal.

H.12.8.2 Payment and Performance Bond

H.12.8.2.1 In addition to the Proposal Bid Bond required by Section [H.12.8], the Contractor will be required to post a Payment and Performance Bond Attachment J.18 having a penal value of 35% of the contract period total value at the time the Agreement is executed.

H.12.8.2.2 The Contractor shall, before commencing the exercise of any option period, provide to the Department a payment bond and performance bond, each with a penal sum equal to subject contract period price (i.e. base period and or each of the individual option periods). Such bond shall remain in full force and effect until the contract option period reaches term and the Department shall be able to draw upon such bond regardless of the amount paid by the Department to the Contractor, even if such amount exceeds the penal value of such bond.

H.12.8.2.3 All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties.

8. PROPOSAL ORGANIZATION AND CONTENT

One (1) original and four (4) copies of the written, hard-copy and hand-delivered proposals shall be submitted in two (2) parts:

✓ **Volume No. 1** shall be titled: **"Technical Proposal"** and,

- ✓ **Volume No. 2** shall be titled: "**Price Proposal**"
 - Each Proposal must be organized and prepared as follows:
 - Table of Contents;
 - each page of the proposal must be numbered consecutively;
 - Proposals shall be typewritten in 12-point font size;
 - on 8.5" by 11" recycled content bond paper;
 - submitted in a three (3)-ring binders;
 - with each section separated by tabs (i.e., Past Performance; Relevant Experience; and Project Team Qualifications and Resumes; and Management Plan);
 - the official name of the firm submitting the proposal must appear on the outside front cover of each binder;
 - all proposal volumes, technical and price, one (1) original and four (4) copies shall be submitted to the Department in a sealed package conspicuously marked "Proposal in Response to Solicitation No. DCAM-19-NC-RFP-0006 - Comprehensive Facility Condition Assessment and Space Utilization Studies".

Offerors shall submit one (1) USB Flash Drive to include soft copies of both Volume No. 1 Technical and Volume No. 2 Price Proposals.

- ✓ **Volume No. 1**, Technical must be included as a soft .pdf file;
- ✓ **Volume No. 2**, Price must be submitted as a soft Microsoft Excel .xls file

The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

- ✓ Offerors are directed to the specific proposal evaluation criteria found in **Section [M]** of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in **Section [C]**.

9. **Technical Evaluation Criteria | [Section M.2](#)**

- Relevant Experience and Past Performance of Contractor and its Team (30)
- Relevant Experience of the Contractor's Proposed Key Personnel & Staffing (30)
- Daily Operations Management Plan (20)

- Cost/Price (20)
- Up-to (12) CBE Preference Points

10. Questions

- Verbal responses 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 [Tuesday, April 23, 2019](#) in order to generate an official answer. Official answers will be issued by Addenda to this RFP and posted on the DGS website at www.dgs.dc.gov.