



# WELCOME

## Pre-Proposal Conference

### Property Management Services at the Unified Communications Center (UCC) and Public Safety Communication Center (PSCC)

Solicitation No. DCAM-24-NC-RFP-0004

August 9, 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



- 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
- PP presentation will be made available to the public via addenda to the solicitation and posted to the Department’s Solicitation landing page
- All verbal questions are to be submitted to Contracts and Procurement for consideration and formal response via Department’s QuickBase Contracts and Procurement Submission Portal (“QBSP”)

# AGENDA



- Introductions
- Purpose
- Procurement Schedule
- Project Description / Facility Site Visit
- Explanation to Offerors
- Proposal Submission Requirements and Method
- Evaluation Criteria
- Q&A

# INTRODUCTIONS



## ➤ 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:** August 4, 2023
- **Pre-Proposal Conference:** August 9, 2023, at 2:00 p.m.
- **Site Visit:** TBD – To be issued via Addendum
- **Last day for Questions:** August 15, 2023, by close of business via Department’s QuickBase Contracts and Procurement Submission Portal (“QBSP”)
- **Proposal Due Date:** August 28, 2023, at 2:00 p.m. via QBSP  
Attention: Karen Araujo

# PROJECT DESCRIPTION & KEY ELEMENTS



## ➤ Overview

- Solicitation is in the Open Market.
- Department intends to award one (1) Contract.
- Contract is for a base period and up to four (4) additional option year periods.
- Firm-fixed fully loaded price contract for monthly basic services.
- Approved supplemental repair and replacement services will be compensated on a Time-and-Material basis against the not-to-exceed Owner-Directed Allowance.
- Property Management Services
  - Building maintenance and operation services
  - UCC and PSCC are both 24/7 operation facilities



# OVERVIEW OF SOW



- The Contractor shall provide management, supervision, labor, materials, supplies, and equipment required to ensure effective performance of operations, maintenance and repair services contemplated herein at the UCC and PSCC.
- Offerors shall take care to review the ENTIRE RFP solicitation document assuring full understanding of the District's expectations and Terms and 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.

# FACILITY SITE VISIT



- The Department will host a site visit to the UCC and PSCC buildings.
- **Starting Point/Meeting Place – TBD (To be issued via Addendum)**

# EXPLANTION TO PROSPECTIVE OFFERORS



## ➤ Questions and Answers

All questions and answers discussed during this WebEx conference are for discussion purposes only and all questions **must be** formally submitted to the Department via QBSP system:

### Department's QBSP Portal:

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

### Solicitation ID:

DCAM-24-NC-RFP-0004

### Project Name:

Property Management Services at the UCC and PSCC

### Designated Senior Contract Specialist:

Karen J. Araujo

# PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on **August 28, 2023**, no later than **2:00 p.m.** via electronic submission using the Quickbase Contracts and Procurement Submission Portal (“QBSP”).
- Refer to Section L and M of the RFP and **Attachment A.9** (Quickbase Submission Portal Instructions).
- Technical proposal must clearly demonstrate capacity to provide services.
- **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:
    - Relative Experience
    - Project Team Qualifications and Resumes
    - Management Plan
  - Past Performance Evaluation Form (**Attachment A.7**)
  - List of Key Personnel (**Attachment A.8**)
  
- **Price-Cost Proposal**
  - Complete in form of **Exhibit E.4** (excel)
    - Offeror shall provide pricing for all CLINs. Failure to do so shall be sufficient to render Offeror's proposal nonresponsive and excluded from further evaluation (see Section L.2.6)

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ Price – Cost Schedule – Basic Services

| CLIN                        | DESCRIPTION  | UNIT        | COST        | QTY           | EXTENDED    |
|-----------------------------|--|-------------|-------------|---------------|-------------|
|                             |  |             |             |               | COST        |
| 0001                        | Electrical Services (C.5.4)                        | MTLY        |             | 12            | \$ -        |
| 0002                        | Mechanical Services (C.5.5)                        | MTLY        |             | 12            | \$ -        |
| 0003                        | Plumbing Services (C.5.6)                          | MTLY        |             | 12            | \$ -        |
| 0004                        | Elevator and Lifts and Escalators Services (C.5.7) | MTLY        |             | 12            | \$ -        |
| 0005                        | Energy Management Control Systems Services (C.5.8) | MTLY        |             | 12            | \$ -        |
| 0006                        | Fire Protection Systems (C.5.9)                    | MTLY        |             | 12            | \$ -        |
| 0007                        | Architectural and Structural Services (C.5.10)     | MTLY        |             | 12            | \$ -        |
| 0008                        | Snow and Ice Removal Services (C.5.11)             | MTLY        |             | 12            | \$ -        |
| 0009                        | Custodial and Janitorial Services (C.5.12)         | MTLY        |             | 12            | \$ -        |
| 0010                        | Waste Management and Recycling Services (C.5.12)   | MTLY        |             | 12            | \$ -        |
| 0011                        | Landscaping Services (C.5.13)                      | MTLY        |             | 12            | \$ -        |
| 0012                        | Pest Control Services (C.5.14)                     | MTLY        |             | 12            | \$ -        |
| 0013                        | Locksmith Services (C.5.15)                        | MTLY        |             | 12            | \$ -        |
| 0014                        | Environmental Management Services (C.5.16)         | MTLY        |             | 12            | \$ -        |
| 0015                        | Specialized Services - Site Specific (C.5.17)      | MTLY        |             | 12            | \$ -        |
| <b>TOTAL BASIC SERVICES</b> |  | <b>MTLY</b> | <b>\$ -</b> | <b>ANNUAL</b> | <b>\$ -</b> |

# PROPOSAL SUBMISSION REQUIREMENTS



➤ Price – Cost Schedule – Supplemental Time & Material Services  
(not complete pricing schedule)

| <u>CLIN</u> | <u>DESCRIPTION</u>                             | <u>UNIT</u> | <u>COST</u> | <u>QTY</u> | <u>EXTENDED</u> |
|-------------|--|-------------|-------------|------------|-----------------|
|             |  |             |             |            | <u>COST</u>     |
| 0016        | Electrician                                    | HRLY        |             | 1          | \$ -            |
| 0017        | Electrician - Overtime                         | HRLY        |             | 1          | \$ -            |
| 0018        | Electrician - Emergency Callback               | HRLY        |             | 1          | \$ -            |
| 0019        | Emergency Generator Technician                 | HRLY        |             | 1          | \$ -            |
| 0020        | Emergency Generator Technician - Overtime      | HRLY        |             | 1          | \$ -            |
| 0021        | Emergency Generator Tech.- Emergency Callback  | HRLY        |             | 1          | \$ -            |
| 0022        | HVAC Technician                                | HRLY        |             | 1          | \$ -            |
| 0023        | HVAC Technician - Overtime                     | HRLY        |             | 1          | \$ -            |
| 0024        | HVAC Technician - Emergency Callback           | HRLY        |             | 1          | \$ -            |
| 0025        | Oil & Gas Systems Technician                   | HRLY        |             | 1          | \$ -            |
| 0026        | Oil and Gas Systems Technician - Overtime      | HRLY        |             | 1          | \$ -            |
| 0027        | Oil and Gas Systems Tech. - Emergency Callback | HRLY        |             | 1          | \$ -            |
| 0028        | Fire Alarm Maintenance                         | HRLY        |             | 1          | \$ -            |
| 0029        | Fire Alarm Maintenance - Overtime              | HRLY        |             | 1          | \$ -            |
| 0030        | Fire Alarm Maintenance - Emergency Callback    | HRLY        |             | 1          | \$ -            |
| 0031        | Plumber  | HRLY        |             | 1          | \$ -            |
| 0032        | Plumber - Overtime                             | HRLY        |             | 1          | \$ -            |

# PROPOSAL SUBMISSION REQUIREMENTS



- **Compliance Documents Package**
  - Representations, Certifications, and Acknowledgements
  - Bidder-Offeror Certification Form
  - DOES First Source Employment Agreement
  - DOES First Source Initial Employment Plan
  - DSLBD SBE Subcontracting Plan
  - EEO Employer Information Report
  - Campaign Finance Reform Contractor Self-Certification Form
  - Certificate of Clean Hands
  - Valid DC Business License
  
- **Vendor Submission Portal**
  - Technical, Price, and Compliance documents must be submitted via QBSP no later than proposal due date/time.



# PROPOSAL SUBMISSION REQUIREMENTS



- **DSLBD SBE Subcontracting Form**
  - For Contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified SBEs
  - Must be fully and accurately completed, and legible
  - 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
  - DC Office of Risk Management must approve COI prior to execution of Contract

# PROPOSAL SUBMISSION METHOD



## ➤ Proposal Electronic Submission

Proposals must be submitted into the Department's QBSP system no later than Due Date/Time specified in the RFP. Please reference *Attachment A.9* for instructions on proposal submission.

### Department's QBSP Portal:

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

### Solicitation ID:

DCAM-24-NC-RFP-0004

### Project Name:

Property Management Services at the UCC and PSCC

### Designated Senior Contract Specialist:

Karen J. Araujo

# EVALUATION CRITERIA



- **Technical Evaluation Factors**
  - **Factor A: Relative Experience** 30 points
  - **Factor B: Project Team Qualifications & Resume** 15 points
  - **Factor C: 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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