



D.C. DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

**DESIGN-BUILD SERVICES
PALISADES RECREATION CENTER RENOVATION & EXPANSION**

November 24, 2015

Proposal Due Date: **December 16, 2015 at 2:00 P.M.**

Preproposal Conference: **December 2, 2015 at 10:00 A.M.**

to be held at:

Palisades Recreation Center
5200 Sherier Place, NW
Washington, DC 20016

Contact: Thomas D. Bridenbaugh
 Leftwich, LLC
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 Washington, D.C. 20005
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Solicitation Number: DCAM-16-CS-0055

Executive Summary

The District of Columbia Department of General Services (“DGS” or the “Department”) is issuing this Request for Proposals (“RFP”) to engage a Design-Builder to develop a design, renovate the existing Palisades Recreation Center (“Palisades”) and construct the new expansion at Palisades, located at 5200 Sherier Place, NW, Washington, DC (the “Project”). The existing Palisades Recreation Center was constructed in 1936 and consists of approximately 6,600 GSF of space. The Project must achieve a minimum of LEED Gold Certification.

This property has been deemed eligible for listing in the DC Inventory of Historic Sites and the National Register of Historic Places. Additionally, an Application for Historic Landmark/National Register of Historic Places Registration has been filed with the DC Historic Preservation Office/The Historic Preservation Review Board. The project is subject to review by the City Archaeologist in the District of Columbia Historic Preservation Office (the “HPO”). All archaeological investigations/monitoring shall be conducted by personnel who meet the Secretary of Interior’s Professional Qualification Standards for archaeology, 36 CFR Part 61, available at: http://www.cr.nps.gov/local-law/Prof_Qual_83.htm. All work shall be in accordance with the District’s 1998 *Guidelines for Archaeological Investigations in the District of Columbia*, (the *Guidelines*) as amended, (DCPL 1998) available on the DC HPO web site at: <http://planning.dc.gov/page/archaeology-district-columbia>.

In an effort to encourage pedestrian and non-motorized access and in order to link residents to the outdoors and encourage members of the community to use trails, the Design-Builder will be required to review, design and improve the historic trolley Right of Way from Galena Place to Chain Bridge Road, along with ancillary trails and access points, shown at **Attachment A**. The design for the trail should include, but not be limited to, addressing persistent drainage and erosion issues along this section of the trail, surface improvements, wayfinding signage as well as strategically placed amenities and elements to visually and physically link the recreation center and trail. It is anticipated that the work associated with the trail will deliver by the end of 2016 in advance of the remainder of the Project.

As part of planning efforts, the Department engaged a Parking & Transportation consultant to conduct a Traffic Operations and Parking Assessment, included with **Attachment A**. Since there is an existing parking and traffic concern, the Design-Builder is required to review the assessment and conduct further studies if necessary to address the traffic and parking issues. This effort should include, but not be limited to, expanding and improving the current parking lot, design and build of a new parking lot, and studying secondary access to the site.

An aerial site image and an initial narrative program of requirements are attached hereto as **Attachment A**.

A.1 Project Delivery Method

The Department intends to implement the Project through a design-build approach. The Design-Builder's scope of work will be divided into two phases: (i) the Design and Preconstruction Phase; and (ii) the Construction Phase.

During the Design and Preconstruction Phase, the selected Design-Builder will be required to advance the design in accordance with the Department's programming requirements for the Project and provide a GMP for the implementation of the design. In developing the GMP, the Design-Builder will be required to obtain quotes from trade subcontractors based on the approved design documents. The process by which the GMP will be formed is more fully described in the Form of Contract.

A.2 Compensation

As is more fully described in the Form of Contract, this will be a cost plus a fixed fee with a guaranteed maximum price type contract. The project site is a pending District of Columbia Landmark and as such, the Design-Builder will be required to work with the Historic Preservation Office and the Historic Preservation Review Board throughout the design process. The project is also subject to review by the U.S. Commission of Fine Arts as a government-owned property. Offerors are required to provide costs for two separate design options:

1. Option 1: Retaining the existing building and adding a compatibly designed expansion; or
2. Option 2: Partially retaining the existing building and integrating the proposed new elements into it.

Offerors will be required to submit with their proposals the following fee components, for each design option: (i) a Design Fee; (ii) a Preconstruction Fee; (iii) a Design-Build Fee; and (iv) a General Conditions Budget. The Design-Build Fee should cover the cost of the Design-Builder's overhead and profit. The Preconstruction Fee and the Design-Build Fee will be fixed fees; design costs shall be reimbursable subject to a cap equal to the Design Fee bid by the Offeror, and the cost of general conditions, as defined in the Form of Contract, shall be reimbursable subject to a cap equal to the General Conditions Budget bid by the Offeror. All of these price components should be submitted in an Offer Letter in substantially the form of **Attachment B** on the Offeror's letterhead.

A.3 Form of Contract

The Form of Contract will be issued by Amendment. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

A.4 Incentives for On-time; On-Budget Completion & Meeting Workforce Goals

In the event the Project is both (i) Substantially Complete no later than May 31, 2017; and (ii) delivered for an amount that does not exceed the GMP, the Design-Builder will be entitled to an incentive fee in the amount of Ten Percent (10%) of the Design-Build Fee bid. If both of these goals (i.e. if the Project is late or over budget) are not, for any reason, met, the Design-Builder will only be entitled to Ninety Percent (90%) of the Design-Build Fee bid. In determining entitlement to these fees, the decision shall be made irrespective of fault and regardless of which party was responsible for the objectives not being met. The Form of Contract will provide more details on these provisions. This Project will be included in the Workforce Incentive Program, and the Design-Build Fee will be increased by five percent (5%) if the Workforce Utilization Requirement established with the GMP submission is met.

A.5 Economic Inclusion

The Department requires that Local, Small and Disadvantaged Business Enterprises (“LSDBEs”) participate in this project to the greatest extent possible and desires that such businesses perform at least Fifty Percent (50%) of the Contract Work under this procurement. At least Thirty Five Percent (35%) of the Contract Work must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development, and Twenty Percent (20%) of the Contract Work to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the selected Design-Builder and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services. Please see **Part C** of this RFP for additional information.

In addition to LSDBE participation as described above, the Department requires that District residents participate in the Project to the greatest extent possible. Prior to the Design-Builder obtaining trade bids for the work, the Department will establish a minimum requirement for the percentage of labor hours worked by District residents on the project (such requirement, the “Workforce Utilization Requirement”). The Workforce Utilization Requirement will be no less than forty percent (40%). Offerors shall submit with their proposals a Workforce Utilization Plan outlining how they intend to increase participation by DC residents in the performance of the work on this Project.

A.6 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Builder's Experience & References (12 points)
- Builder's Key Personnel (10 points)
- Architect's Experience & References (12 points)
- Architect's Key Personnel (10 points)
- Project Management Plan & Schedule (21 points)
- Cost (20 points)
- LSDBE Compliance/Utilization (10 points)
- Workforce Utilization Plan (5 points)

A.7 Procurement Schedule

The schedule for this procurement is as follows:

- | | |
|---|----------------------------------|
| • Issue RFP | - November 24, 2015 |
| • Pre-proposal Conference | - December 2, 2015 at 10:00 a.m. |
| • Last Day for Questions/Clarifications | - December 9, 2015 |
| • Proposals Due | - December 16, 2015 at 2:00 pm |
| • Notice of Award | - on or about January 20, 2016 |

A.8 Project Schedule

- | | |
|---|-------------------------------|
| • Preconstruction services letter contract | - week of January 25, 2016 |
| • Concept Design Submission | - March 1, 2016 |
| • Schematic Design Submission | - April 15, 2016 |
| • Design Development Submission | - June 1, 2016 |
| • Construction / Permit Document Submission | - July 15, 2016 |
| • GMP Submission | - August 15, 2016 |
| • NTP for Construction | - on or about August 30, 2016 |
| • Substantial Completion | - May 31, 2017 |

A.9 Attachments

Attachment A

- Program of Requirements, Traffic Operations and Parking Assessment and Map of Enhancing Non-Motorized Access (Trail Improvement)

Attachment B

- Form of Offer Letter

Attachment C

- Disclosure Statement

Attachment D

- Tax Affidavit

Attachment E

- Davis-Bacon Wage Rates

Attachment F

- Bid Guarantee Certification

SECTION B SCOPE OF WORK

B.1 Scope of Work

The Design-Builder's scope of work will generally be divided into two (2) phases as is more fully described below. In general, however, the Design-Builder will be required to fully design and renovate the existing Palisades, and design and construct the new expansion at Palisades for an amount that does not exceed the agreed upon Guaranteed Maximum Price. Without limiting the generality of the foregoing, the Design-Builder shall be required to provide all of the management, personnel, design services, labor, materials and equipment necessary to complete the Project.

B.2 Design and Preconstruction Phase. The Design and Preconstruction Phase will run from NTP through the execution of the GMP Amendment. During this phase, the Design-Builder will be required: (i) to develop a design for the Project; (ii) to obtain bids from trade subcontractors to perform the work and to provide bid tabulations to the Department; (iii) to engage in any value engineering and scoping exercises necessary to return the cost of the work to the Project Budget; (iv) to engage in preconstruction activities, including identifying any long-lead items; (v) to undertake selective demolition in the existing structure; (vi) to develop a GMP proposal for the Project; and (vii) to enter into a GMP Amendment for the Project.

The Design-Builder shall cause the design element of its team to advance the design for the Project as necessary to implement the work and to obtain the necessary permits. Prior to the development of the permit documents, the Design-Builder shall develop a preliminary design for Project. The Design-Builder shall ensure that the design is progressed in a manner consistent with the Department's budget for the Project, *i.e.*, designed to budget.

B.2.1 Program Verification & Concept Design Phase

B.2.1.1 Services & Deliverables: During this phase, based on the approved Program of Requirements, the Design-Builder shall be required to develop a concept design. The concept design shall contain such detail as is typically required for a concept design under the standard AIA contract. In general, the Design-Builder shall be required to undertake the following tasks and submit any required deliverables to the Department:

- .1 Meet with the Client Project Team to kick-off the project. The purpose of this meeting will be to review the project scope, schedule, goals and objectives, and expectations for the project. The selected team will also collect and present any data available for the Palisades project and study area including, but not limited to previously completed studies, current survey data, aerial photography, GIS data, etc. Complete a Meeting Summary from this meeting and distribute to meeting attendees for review.
- .2 Conduct workshops with DGS and DPR staff, as well as other stakeholders, in order to further clarify the goals, objectives, performance targets, service

standards, responsibilities, and key agency actions necessary throughout the Department in order to fully realize the vision for the new recreation center. Provide report of findings.

- .3 Coordinate with the DC Historic Preservation Office/HPRB and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings if necessary.
- .4 Draft Conceptual Palisades Plans
 - a. Based on input obtained through the process outlined in the project scope of work, as well as information provided in the Program of Requirements, Stakeholder Interviews, and Public Workshop, the selected team will work to determine the Concept Design.
 - b. Develop up to three (3) conceptual designs and cost estimates for the Palisades that provide alternatives to addressing the identified recreational, social, and cultural needs. The selected team will make any appropriate modifications based on DGS comments prior to presenting the concept(s) to the public.
- .5 The selected team will conduct a Community Workshop to present the plan alternatives to the neighborhood.
- .6 Draft Final Conceptual Palisades Plan. The selected team will develop a draft final conceptual plan and cost estimate informed by the comments obtained throughout the program verification and concept design process. Submit the draft final conceptual site plan/response and cost estimate to DGS for review before presenting it to the public. The selected team will make any appropriate modifications prior to presenting the concepts to the public.

B.2.2 Schematic Design Phase

B.2.2.1 Services & Deliverables: During this phase, based on the approved concept design, the Design-Builder shall be required to develop a schematic design. The schematic design shall contain such detail as is typically required for schematic design under the standard AIA contract. In general, the Design-Builder shall be required to undertake the following tasks and submit to the Department:

- .1 Utilize findings and final concept plans, perform site visits as necessary, attend and/or facilitate meetings with stakeholders and District staff to review program of requirements, required utilities, drainage, zoning and traffic needs where/when necessary to develop Schematic Design Documents.
- .2 Obtain and review applicable District standards and guidelines for design (Design Criteria Manual, Unified Development Code, DPR Standards), where applicable,

and provide a complete design that meets all applicable District codes. Coordinate security requirements with DC PSPD. Coordinate IT and Telecom requirements with DC OCTO and DC Net. Coordinate with CFA/NCPC for review and approval as necessary.

- .3 Coordinate with the DC Historic Preservation Office and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings if necessary.
- .4 Attend and participate in community meeting(s) to update community regarding the Project.
- .5 Prepare a presentation and provide a minimum of three (3) presentation boards for each community meeting and present/display onsite. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
- .6 LEED Certification work as required.
- .7 Prepare and submit three (3) hard-copy sets, and one (1) electronic copy in PDF, of Schematic Design Documents, Preliminary Specifications, Schematic cost estimate to the Project Manager for review and approval. (30% plan review). Components to include, but are not limited to:
 - a. Site plans, paving layouts, traffic circulation
 - b. Floor plans, building circulation, ADA requirements
 - c. Design Narrative
 - d. Plan-to-Program Comparison
 - e. Exterior elevations, rendering and color palette
 - f. Critical building sections and details
 - g. Relevant right of way information such as easements, building set-backs etc.
 - h. Location of utilities and sizes
 - i. Stormwater management
 - j. Preliminary MEP systems
 - k. LEED Information as appropriate
 - l. Copies of all surveys and reports
 - m. Updated schedule and cost estimate
- .8 After receiving schematic design comments, meet and coordinate as necessary with:
 - a. Owner, stakeholders, and all relevant regulatory or reviewing agencies as necessary to review project requirements.
 - b. Pepco, DC Water, DOOE and all others as necessary for infrastructure and utility requirements.
 - c. Private utilities and service providers if necessary

- .9 Respond in writing to all District comments on plans.
- .10 Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
- .11 Perform comprehensive Value Engineering effort (VE) utilizing 30% Plan Review submission. Provide report of findings to DGS. Conduct a meeting with DGS and other stakeholders as necessary to present and discuss VE options.
- .12 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.2.3 Design Development Phase

B.2.3.1 Services & Deliverables: During this phase, the Architect will be required to progress the approved schematic design into a full set of design development documents. In general, the Architect shall be required to undertake the following tasks and submit to the Department:

- .1 Perform site visits as necessary and attend/facilitate meetings with District staff as necessary to develop and progress Design Development Documents. Incorporate VE options chosen by DGS.
- .2 Coordinate with the DC Historic Preservation Office and other agencies, commissions, groups, etc. as required to assess and determine historic and/or archeological significance and requirements. Attend meetings and hearings if necessary.
- .3 Complete code compliance analysis and drawing.
- .4 Meet and coordinate with regulatory, reviewing, and stakeholder agencies as necessary.
 - a. Present the design to CFA, NCPC, Office of Planning, and other regulatory agencies as required.
- .5 Progress LEED Certification work as required
 - a. Register the Project with USGBC to obtain LEED certification and pay all registration fees.
- .6 Prepare and submit three (3) hard-copy sets, and one (1) electronic copy in PDF of Design Development Documents including Detailed Specifications, Cost Estimate and schedule to the District staff for review and approval. (60% plan review). Components to include, but are not limited to:

- a. Site plans, paving layouts, traffic circulation, lighting, signage and utilities
 - b. Floor plans, Structural, Civil, Architectural, MEP, Fire Protection and landscaping
 - c. Exterior elevations, rendering and color palette
 - d. Building sections and details as required
 - e. Interior elevations, casework and millwork elevations as required
 - f. Playground equipment
 - g. Stormwater management
 - h. Food service or other equipment as required
 - i. LEED Information as appropriate
- .7 Respond in writing to all District comments on plans.
 - .8 Coordinate furniture, fixtures, and equipment requirements (“FF&E”).
 - .9 Attend and participate in community meeting(s) to update community regarding the Project.
 - .10 Prepare a presentation and provide a minimum of three (3) presentation boards for each community meeting and present/display onsite. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
 - .11 Coordinate final utility plans as required.
 - .12 Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.
 - .13 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.2.4 Construction Documents Phase

B.2.4.1 Services & Deliverables: The Design-Builder shall be required to develop a complete set of documents for construction. In general, the Design-Builder shall be required to undertake the following tasks and submit to the Department:

- .1 Progress design and Design Development documents and prepare Construction Documents.
- .2 Progress LEED Certification work as required.
- .3 Coordinate with the DC Historic Preservation Office and other agencies, commissions, groups, etc. as required to assess and determine historic and/or

archeological significance and requirements. Attend meetings and hearings if necessary.

- .4 Submit three (3) hard-copy and one (1) electronic PDF copy of the complete sets of Construction Documents, Specifications and the Design-Builder Cost Estimate and schedule to the Department of General Services for review (90% plan review).
- .5 Attend follow up meetings and coordinate with regulatory agencies, Fire Marshall, DGS Facilities personnel, and others as necessary.
- .6 Obtain all required signatures on plans.
- .7 Complete Platting and record Plat.
- .8 Complete final coordination with utilities and service providers as necessary.
- .9 Attend and participate in community meeting(s) to update community regarding the Project.
- .10 Prepare a presentation and provide a minimum of three (3) presentation boards for each community meetings and present/display onsite. Presentation boards shall be in full color and include at least one (1) 3-D rendering.
- .11 Prepare and submit three (3) hard-copy and one (1) electronic PDF copy of the complete set of Construction Documents, include 90% plan review responses, to the Department of General Services (95% Construction Documents).
- .12 Submit appropriate number of copies of plans to applicable DC regulatory agencies for permit review.
- .13 Coordinate with all DC regulatory agencies and permit reviewers as necessary.
- .14 An Environmental Impact Screening Form (EISF) will be required and shall be the responsibility of the selected Offeror.
- .15 Correct plans to reflect issues noted by regulatory agencies and permit reviewers as required. Re-submit for additional review and approval as required. Provide three (3) hard-copy sets and one electronic PDF copy of all corrected plans to DGS (100% Construction Documents).
- .16 Act as scribe for all design related meetings. Distribute meeting minutes to all attendees.

- .17 Upload all design documentation and deliverables as required utilizing the online DGS Project Management Information System (Prolog Converge) and guidelines.

B.2.4.2 Early Release Packages. The Design-Builder shall prepare and submit the following early release packages in order to allow for bidding and construction of these scopes of work to proceed, as necessary: (i) hazardous materials abatement package; (ii) a demolition package; and (iii) a foundation-to-grade package.

B.2.5 Construction Phase Design Services

B.2.5.1 Bidding. The Design-Builder shall provide support to the Department as may be necessary to support the bidding of trade subcontracts. These services will include, but are not necessarily limited to:

- .1 Assist with distribution of documents, as needed.
- .2 Prepare and issue bidding addenda.
- .3 Respond to bidding questions and issue clarification, as needed.
- .4 Consider and evaluate requests for substitutions.

B.2.5.2 Construction Administration. The Design-Builder shall provide support to the Department as may be necessary to support the construction phase of the Project. These services will include, but are not necessarily limited to:

- .1 Attend biweekly progress meetings. Architectural site visits are included in base fee.
- .2 Review and process shop drawing submissions, RFI's, etc.
- .3 Prepare meeting notes and records of decisions/changes made.
- .4 Conduct punchlist inspections.
- .5 Review closeout documents for completeness.

B.2.5.3 Deliverables. In addition, the Design-Builder shall provide the following deliverables during this phase:

- .1 Meeting minutes.
- .2 ASI's or other clarification documents.
- .3 Punchlists.
- .4 Closeout document review comments.
- .5 As-Builts (if authorized).

B.2.6 Trade Bidding Process

The Design-Builder shall provide to the Department a written submission on the proposed bidding procedures. Such procedures shall include: (i) a list of proposed trades packages; (ii) a list of trade subcontractors that will be invited to bid on each such package; and (iii) a narrative description of the process. In addition to the information normally required in such bids, the Design-Builder shall also require subcontractors to provide an estimate of the percentage of labor hours performed in completing the subcontracted work which will be performed by District residents.

B.2.7 Bidding

The Design-Builder shall obtain bids from trade subcontractors for the key elements of the work. At least three (3) proposals shall be solicited for each key element of the work. The Design-Builder shall provide to the Department a bid tabulation, including the workforce participation estimates, of the trade bids obtained.

B.2.8 Value Engineering & Scope Assessment

Based on the trade bids, the Design-Builder shall prepare a written report of suggested value engineering strategies necessary to reconcile the costs of constructing the Project with the Department's budget for the Project. The Design-Builder shall meet with the Department's representatives to discuss any value engineering and changes in scope.

B.2.9 GMP Formation

Based on any value engineering, scope modifications and approved changes in the Project Budget, the Design-Builder shall prepare and submit to the Department a GMP proposal. The Department's GMP proposal shall represent the Design-Builder's offer to Fully Complete the Project. The GMP proposal shall include: (i) a line item construction budget; (ii) a detailed CPM schedule; (iii) a listing of the drawings upon which the GMP is based; (iv) an LSDBE utilization plan; and (v) a workforce utilization plan. The GMP Proposal will include an agreed upon protocol for the manner in which construction administration services will be provided. In the event that the Department and the Design-Builder are unable to agree upon a GMP or schedule for the Project, the Department shall have the right to terminate the contract and assume any trade subcontracts held by the Design-Builder. In such an event, the Design-Builder shall only be entitled to 50% of the preconstruction fee.

B.2.10 Preconstruction. In addition to those items enumerated above, the Design-Builder shall provide such preconstruction services as are necessary to properly advance the Project. These services shall include, but are not necessarily limited to, scheduling, estimating, shop-drawings, and the ordering of long-lead materials.

B.2.10.1 Deliverables. The following deliverables are required during the Preconstruction Phase. In the event that the Design-Builder fails to provide any deliverable listed below, the Design-Builder shall forfeit its pre-construction fee.

- .1 Preliminary Schedule
- .2 List of Long Lead Items and Recommendations for purchase.
- .3 Preliminary design documents as described in above.
- .4 Design documents for permit.
- .5 List of subcontractors from which the Design-Builder intends to solicit bids and bidding procedure.
- .6 Trade bid tabulations.
- .7 Report outlining value engineering strategies.
- .8 GMP Proposal.

B.3 Construction Phase

During the Construction Phase, the Design-Builder shall be required to cause the construction to be completed in a manner consistent with the design documents approved by the Department and shall provide all labor, materials, and equipment necessary to fully construct the Project in accordance with the drawings, specifications, schedule and budget that are issued for the Project.

B.3.1 Management Services.

In order to properly manage the Project, the Design-Builder shall be required to undertake the following tasks:

- Participate and assist in Project/Planning meetings.
- Provide and maintain a fully equipped office on-site to perform all required Contractor duties.
- Maintain full-time, on-site construction supervision and provide daily inspections, quality control, monitoring, coordination of various trades, record drawings, and daily work log.
- Conduct weekly progress meetings following a contractor generated agenda with the Program Manager and all trades.
- Provide general safety and signage and posting for the project and see that each subcontractor prepares and submits adequate safety program and monitoring throughout the Project.
- Provide a written monthly report that includes (i) an updated schedule analysis, (ii) an updated cost report, and (iii) a monthly review of cash flow.
- Manage the change order process with the trade subcontractors to verify validity, purpose, and cost.
- Prepare payment requests, verify accuracy and forward for approval and payment.
- Assemble close-out documents required.
- Provide assistance to DGS and end users through any applicable warranty periods.

B.3.2 Mobilization

The Design-Builder will be required to undertake the tasks described below.

B.3.2.1 Take control of the site and install the necessary construction fences and other devices to properly secure the site.

B.3.2.2 Abate any additional hazardous materials in the existing facility, in accordance with EPA and all jurisdictional agencies.

B.3.2.3 The Design-Builder shall be responsible for all interior and exterior demolition necessary to complete the Project.

B.3.2.4 The Design-Builder shall be responsible for salvaging and storing all items as identified by the Department.

B.3.2.5 The Design-Builder shall be responsible for paying all permits and fees associated with the abatement, demolition, utilities abandonment, and utility relocation. The Department shall be responsible for the building permit fees, but the Design-Builder shall be responsible for obtaining the building permit and for paying all trade Design-Builder permit fees.

B.3.2.6 The Design-Builder shall be responsible for all performance and payment bonds and general liability insurance.

B.3.2.7 The Design-Builder shall be responsible for removing the balance of construction debris off site.

B.3.3 Trade Work; Subcontracts

It is contemplated that all or nearly all of the work will be performed by trade subcontractors under written subcontracts to the Design-Builder. The Design-Builder will not be permitted to self-perform work.

B.3.3 Site Safety and Clean-up

B.3.3.1 The Design-Builder will be required to provide a safe and efficient site. Controlled access shall be required.

B.3.3.2 The Design-Builder shall be required to provide wheel washing stations on site so as to prevent the accumulation of dirt and other refuse on the streets surrounding the Project site.

B.3.3.3 The Design-Builder shall be responsible for site security and shall be required to provide such watchman as are necessary to protect the site from unwanted intrusion. Note that the Design/Builder shall be responsible for providing a secure location for storing electronics and other valuable equipment such as computers.

B.3.3.4 The Design-Builder shall be responsible for the cost of temporary power used during the construction of the Project, including, but not limited to, the cost of installing such temporary wiring as may be required to bring power to the site. The Design-Builder shall also be responsible for the cost of all temporary construction necessary on the site.

B.3.4 FF&E

B.3.4.1 The Design-Builder shall be responsible for purchasing and providing FF&E. A detailed list of FF&E requirements will be developed during the preconstruction phase.

B.3.4.2 The Design-Builder shall be required to prepare and submit at close-out a complete set of product manuals, warranties, etc. The Design-Builder shall also provide the Department with a complete set of its Project files, including, but not limited to, shop drawings, etc. at close out so as to assist the Department in operating the building.

B.5 Key Personnel

The Design-Builder personnel are required to have extensive experience with Historic Preservation projects. In its proposal, each Offeror will be required to identify its key personnel. Key personnel shall include, at a minimum, the following individuals: (i) the Project Executive; (ii) the Field Superintendent; and (iii) the Project Manager. The Design-Builder will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. Please provide a table that identifies the specific staff that will be assigned to this Project, the time periods during which the individual will work on the Project, his or her level of effort (i.e. the percentage of time devoted to this project), and whether the individual will be funded through the Design-Builder's fee or general conditions.

The Design-Builder will also be required to identify the design team in its proposal and their key personnel. With regard to the design team, such personnel shall include: (i) the design principal-in-charge; (ii) the project designer; (iii) the project architect; (iv) the landscape architect; and (v) the parking & transportation consultant. The Design-Builder will not be permitted to reassign any of the key personnel unless the Department approves the proposed reassignment and the proposed replacement. Please provide a table that identifies the specific staff that will be assigned to this Project, the time periods during which the individual will work on the Project, his or her level of effort (i.e. the percentage of time devoted to this Project).

B.6 Licensing, Accreditation and Registration

The Design-Builder and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract. Without limiting the generality of the foregoing, all drawings shall be signed and sealed by a professional architect or engineer licensed in the District of Columbia.

B.7 Conformance with Laws

It shall be the responsibility of the Design-Builder to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.8 Davis-Bacon Act

The Davis-Bacon Act is applicable to this Project. As such, the Design-Builder and its trade subcontractors shall comply with the wage and reporting requirements imposed by that Act.

B.9 Apprenticeship Act

The Apprenticeship Act shall apply to this contract and the Design-Builder and all of its trade subcontractors shall be required to comply with that act.

B.10 Time of the Essence

Time is of the essence with respect to the contract. The Project must be substantially complete by May 31, 2017. As such, the Design-Builder must dedicate such personnel and other resources as are necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the District of Columbia Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is twelve (12) points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least fifty percent (50%) of the project. At least thirty five percent (35%) of the contract work must be awarded to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development and twenty percent (20%) of the contract work to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter X of Chapter II of Title 2 of the D.C. Code, and all successor acts thereto, including by not limited to the *Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011*, and the rules and regulations promulgated thereunder, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least fifty one percent (51%) District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, it reserves the right to award without such interviews. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of

the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a contractor for this Project, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score.

D.4.1 Builder's Experience & References (12 points)

The Department desires to engage a Design-Builder with the experience necessary to realize the objectives set forth in the RFP. The construction component of each Design-Builder (the "Contractor") will be evaluated based on their demonstrated experience in: (i) construction and renovation projects in an urban setting; (ii) adaptive reuse and renovation of historic buildings; (iii) knowledge of, and access to, the local subcontracting market; (iv) knowledge of the local regulatory agencies and Code Officials; and (v) constructing projects on fast track schedules. In evaluating these subfactors, the Department will consider, among other things, the Offeror's track record in delivering projects on-time and on-budget. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twelve (12) points.

D.4.2 Builder's Key Personnel (10 points)

The Department desires that the Design-Builder assign the appropriate number of personnel having the necessary seniority to implement a project of this type. The personnel should have experience working together and each such individual should have the necessary level of experience and education for his or her proposed role. Proposals should identify, at a minimum, (i) the project executive; (ii) the superintendent; and (iii) the project manager. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. Please provide a table that identifies the specific staff that will be assigned to this project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this project); and (iv) the time periods during which the individual will be assigned to the project. This table should include all personnel that will be assigned to the project. This element of the evaluation will be worth up to ten (10) points.

D.4.3 Architect/Engineer's Experience & References (12 points)

The Department desires to engage a design-builder with a design component that possesses the experience necessary to realize the objectives set forth in the RFP. The design component of each Design-Builder will be evaluated based on their demonstrated experience in: (i) the design of projects in an urban setting; (ii) adaptive reuse and renovation of historic buildings; (iii) cost estimating and value engineering/management; and (iv) knowledge of the local regulatory agencies and Code Officials. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twelve (12) points.

D.4.4 Architect/Engineer Key Personnel (10 points)

The Department desires that the design component of the Design-Builder assign to this Project personnel who have experience in designing and completing construction projects on-time and on-budget. The personnel so assigned should have the necessary experience and professional credentials for the role each such individual is assigned. At a minimum, the proposal should identify: (i) the design principal-in-charge; (ii) the project designer; (iii) the project architect; (iv) the landscape architect; and (v) the parking & transportation consultant. Please provide a table that identifies the specific staff that will be assigned to this project. The table should include: (i) the individual's name (if known); (ii) his or her title; (iii) his or her level of effort (i.e. the percentage of time devoted to this project); and (iv) the time periods during which the individual will be assigned to the project. This table should include all personnel that will be assigned to the project. This element of the evaluation will be worth up to ten (10) points.

D.4.5 Cost (20 points)

Offerors will be required to bid a Design Fee; a Preconstruction Fee; a Design-Build Fee; and a General Conditions Budget for each design option. This element of the evaluation will be worth up to twenty (20) points.

D.4.6 Management Plan & Schedule (21 points)

Offerors are required to submit with their proposal a Management Plan & Schedule. The Management Plan and Schedule should be coordinated and should clearly explain how the Design-Builder will organize its efforts in order to deliver the Project. The Management Plan should clearly explain how the Design-Builder intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. Among other things, the management plan should:

- (i) explain how the Design-Builder will manage the design process, including management of engineering subconsultants so as to ensure that the drawings are properly coordinated;

- (ii) explain how the Design-Builder will manage the value engineering/management process;
- (iii) explain how the Design-Builder proposes to staff and handle construction administration;
- (iv) explain the preliminary schedule, including any milestones and phasing of construction, and how the Design-Builder will manage issues related to the successful completion of the schedule;
- (v) identify the key personnel and their specific roles in managing the Project;
- (vi) explain how the design-builder will assemble the GMP.
- (vii) explain how the design-builder will manage construction in the field, including quality of the work and safety.
- (viii) explain how the design-builder will manage cost and change orders; and
- (ix) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated.

The CPM Schedule should address all key aspects of the Design and Preconstruction Phase and the Construction Phase, including any important activities noted the management plan. The schedule should show sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and how it will be delivered.

This element of the evaluation is worth up to twenty one (21 points).

D.4.7 LSDBE Compliance/Utilization (10 points)

The Department desires the selected design-builder to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This element of the evaluation will be worth up to ten (10) points.

D.4.8 Workforce Utilization Plan (5 points)

The Department desires the selected design-builder to provide the maximum level of participation by District of Columbia residents in performing the work. As part of their proposals, Offerors must provide a Workforce Utilization Plan which demonstrates how it will identify qualified Districts residents to perform work on the project and increase participation by District residents. Offerors will also be evaluated in light of their demonstrated experience in meeting such goals. This element of the evaluation will be worth up to five (5) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in a complete original proposal (pricing and technical submission); one (1) copy of the pricing proposal; and eight (8) copies of the technical portion of the proposal as outlined below. An electronic copy on CD or flash drive of the complete proposal (pricing and technical submission). The Offeror's original submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Design-Build Services for Palisades Recreation Center Renovation & Expansion."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Contracts & Procurement Division
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009
Attn: Courtney Washington

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 p.m. EST, on December 16, 2015. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. The CPM schedule may be on 11"x17" bond paper, but shall be folded to a size of 8-1/2"x11". Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. **PLEASE INCLUDE PAGE NUMBERS IN YOUR PROPOSAL.** The submission shall be organized as follows:

E.4.1 Price Proposal

E.4.1.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.1.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

E.4.1.3 Bid Bond

Each Offeror shall submit a bid bond or alternate bid security as required by Section J of this RFP.

E.4.1.4 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

E.4.2 Technical Proposal

E.4.2.1 Executive Summary

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

E.4.2.2 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the Design-Builder and each of its subconsultants.

A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)

B. Firm profile(s), including:

- i. Age
- ii. Firm history(ies)
- iii. Firm size(s)

- iv. Areas of specialty/concentration
- v. Current firm workload(s) projected over the next year
- vi. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

C. Description of the team organization and personal qualifications of key staff, including:

- i. Identification of the single point of contact for the Design-Builder.
- ii. Organizational chart illustrating reporting lines and names and titles for key participants proposed by the team.
- iii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.
- iv. Experience that the key team members have working together.
- v. Please provide a table that identifies the specific staff that will be assigned to this Project, the time periods during which the individual will work on the Project, his or her level of effort (i.e. the percentage of time devoted to this project), and whether the individual will be funded through the Design-Build Fee or general conditions.

E.4.2.3 Relevant Experience and Capabilities

Each Offeror should provide detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:

- (i) The name and location of the project.
- (ii) Name, address, contact person and telephone number for owner reference
- (iii) The square footage of the project.
- (iv) A short narrative of the scope of the contractor's work on the project.
- (v) The delivery method implemented on the project.
- (vi) The start and end dates for construction.
- (vii) If the architect and builder were not engaged as one team, the date of builder's engagement and point during the design process at which builder was engaged (e.g., schematic design 50% complete; schematic design 100% complete, etc.).

- (viii) The initial substantial completion date and initial contract value, also noting the contract type (i.e., GMP, NTE or Lump Sum).
- (ix) The level of completion of design documents that the initial contract value was based on.
- (x) The actual substantial completion date and the final contract value.

E.4.2.4 Management Plan & Schedule

Each Offeror should submit a Management Plan & Schedule that addresses the issues set forth in Section D.4.6 of this RFP.

E.4.2.5 Local Business Utilization Plan

Each Offeror must submit a proposed Local Business Utilization Plan that identifies, to the extent possible, the specific or proposed certified business enterprises that will participate in the contract and their anticipated roles, as well as the Offeror's plan to meet the Department's LSDBE utilization goals. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five (5) years and its success in achieving such goals.

E.4.2.6 Workforce Utilization Plan

Each Offeror must submit a Workforce Utilization Plan that describes how the Offeror will increase participation by District residents in performing the labor necessary for the Project. The plan should set forth how specifically the Offeror will implement its plan to increase participation by District residents. The Offeror shall also provide a chart, in summary form, that depicts the level of participation by District residents in past projects with the District.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Thomas D. Bridenbaugh
Leftwich, LLC
1400 K Street, NW, Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420
tbridenbaugh@leftwichllc.com

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

F.2 Preproposal Conference

A preproposal conference will be held on December 2, 2015 at 10:00 am. The conference will be held on-site at the Palisades Recreation Center, located at 5200 Sherier Place, NW, Washington, DC 20016. Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on December 9, 2015. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be

filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- A. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- B. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

F.12 Non-Responsive Pricing

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage. The Design-Builder will be required to maintain this coverage in force for a period of at least two years after substantial completion.

G.1.2 Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the contractor, or its contractors and subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.1.4 Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Ten Million Dollars (\$10,000,000).

G.1.5 Builder’s risk insurance written on an “all risk” basis and covering the value of the improvements being constructed. This coverage does not need to be maintained until such time as construction operations begin.

G.1.6 With respect to the design team, errors and omissions coverage written on a claims made basis and having an aggregate policy limit of at least Five Million Dollars (\$5,000,000).

G.1.7 Pollution Liability coverage in the amount of at least Two Million Dollars (\$2,000,000) for each occurrence.

G.2 Additional Insureds

Each insurance policy shall be issued in the name of the contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

SECTION J BONDS

J.1 Bid Bond

Offerors are required to submit with their proposal a bid bond in the amount of \$425,000. All bonding companies must be included on the Department of Treasury's Listing of Approved Sureties. Alternatively, Offerors may submit a cashier's check or irrevocable letter of credit in lieu of a bid bond. However, in the event an Offeror who is awarded a contract fails to post a payment and performance bond for the full value of the contract, the Offeror shall thereby forfeit the full amount of the cashier's check or letter of credit, and the Department shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check or letter of credit in lieu of a bid bond, the Offeror must complete the form included as **Attachment F** and return, notarized, with the Offeror's bid. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by an FDIC insured institution that is reasonably acceptable to DGS; and (iv) able to be drawn on in the Washington, DC metropolitan area. The letter of credit shall provide that it may be drawn upon if the holder of the letter of credit submits a signed statement by DGS's contracting officer stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's bid submitted thereunder.

J.2 Trade Subcontractor Bonds

The Form of Contract will require that all trade subcontractors provide a payment and performance bond having a penal value equal to 100% of the cost of the trade subcontract. All such bonds shall be written on a dual-obligee basis.

J.3 Contractor's Payment and Performance Bond

In addition to the trade subcontractor bonds required by Section J.2, the Design-Builder will be required to post a payment and performance bond having a penal value equal to the GMP at the time the GMP Amendment is executed.

Attachment A

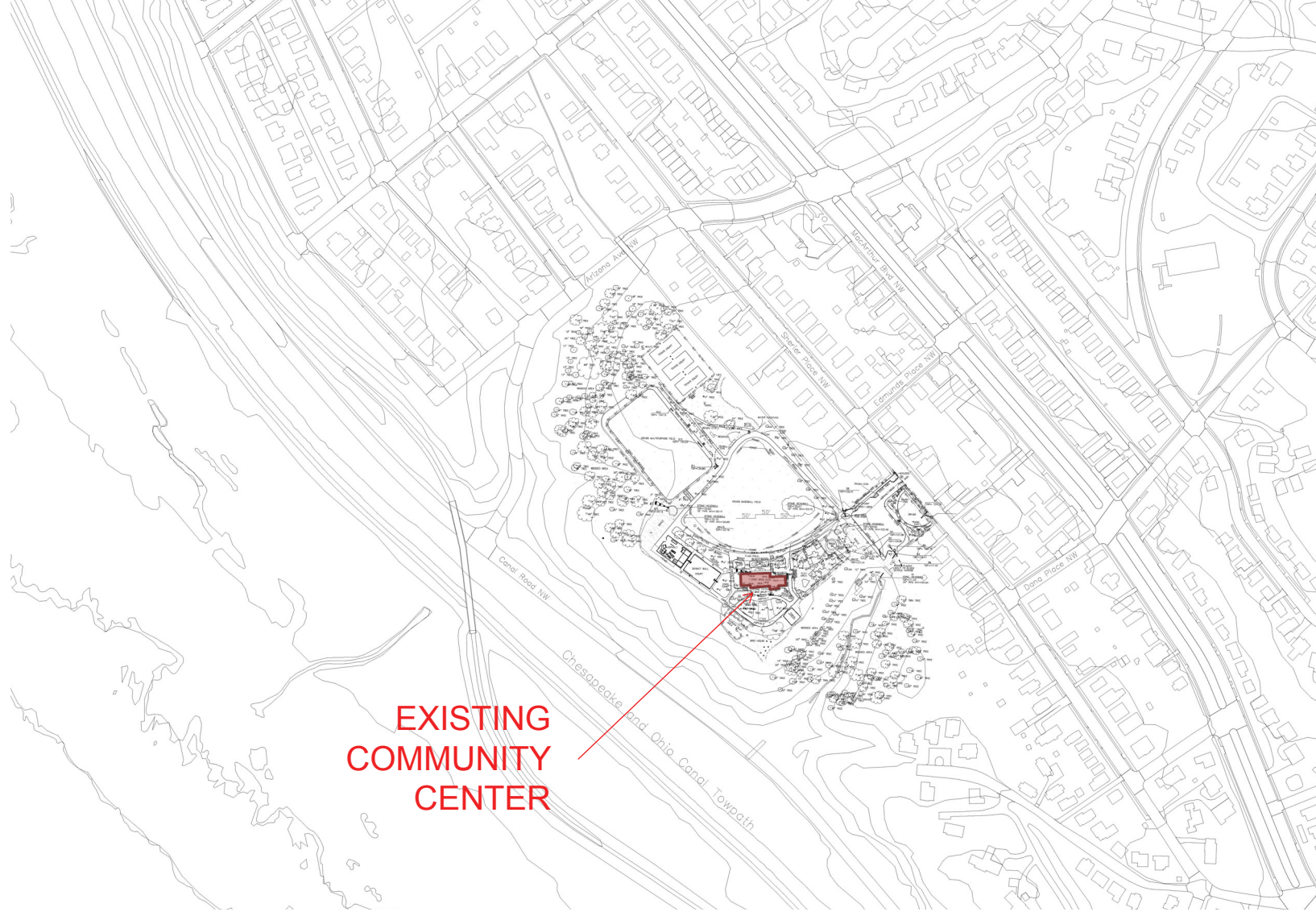
**Program of Requirements, Traffic Operations and Parking Assessment Report and Map of
Enhancing Non-Motorized Access (Trail Improvement)**

PALISADES COMMUNITY CENTER

PROGRAM

NOVEMBER 18, 2015





EXISTING
COMMUNITY
CENTER

PALISADES COMMUNITY CENTER

Washington, D.C.

EXISTING SITE PLAN



PALISADES COMMUNITY CENTER

Washington, D.C.

EXISTING SITE SATELLITE VIEW

