



# WELCOME

Pre-Proposal Conference

Property Management (PM) Services at Duke Ellington  
School of the Arts

Solicitation No. DCAM-24-NC-RFP-0009

October 19, 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



- Please reserve questions until end of presentation
- This 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 must 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
- Carla Haynes      Senior Contract Specialist

## ➤ Facilities Management Division

- Robin Teasley      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:** October 16, 2023
- **Pre-Proposal Conference:** October 19 ,2023, at 11:00 a.m.
- **Facility Site Visit:** October 25, 2023, at 10:00 a.m.
- **Last day for Questions:** October 27, 2023, by close of business via Department’s QuickBase Contracts and Procurement Submission Portal (“QBSP”)
- **Proposal Due Date:** November 9, 2023, at 2:00 p.m. via QBSP Attention: Carla Haynes

# PROJECT DESCRIPTION & KEY ELEMENTS



## ➤ Overview

- Solicitation is a CBE set aside.
- 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



# 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 Duke Ellington School of the Arts.
- 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 is hosting a facility site visit.
- Starting Point/Meeting Place – shall be at the front entrance of Duke Ellington School of the Arts at 10:00 a.m. on October 25, 2023.

# 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-0009

### Project Name:

Property Management (PM) Services at Duke Ellington School of the Arts

### Designated Senior Contract Specialist:

Carla Haynes

# PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on **November 9 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.10** (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.11**)
  - List of Key Personnel (**Attachment A.12**)
  
- **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	Reserved [Intentionally Omitted]	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	Reserved [Intentionally Omitted]	MTLY		12	\$ -
TOTAL BASIC SERVICES		MTLY	\$ -	ANNUAL	\$ -

# 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.10* for instructions on proposal submission.

### Department's QBSP Portal:

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

### Solicitation ID:

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### Project Name:

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### Designated Senior Contract Specialist:

Carla Haynes

# 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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