



REQUEST FOR PROPOSAL

Solicitation Number DCAM-15-CS-0122

Engine Company 30 Renovations and Upgrades

May 11, 2015

Set-Aside for Participation by DC Certified Small Business Enterprises Only

Proposal Due Date: June 1, 2015 by 2:00 p.m. EST

Proposal Delivery Location: Department of General Services
Contracts & Procurement Division, 8th Floor
Attention: James Marshall
Frank D. Reeves Center
2000 14th Street, NW
Washington, DC 20009

Pre-proposal and Site Visit: May 21, 2015 at 2:00 pm
FEMS Engine Company 30
50 49th Street, NE
Washington, DC 20019

Contact: Jamar Spruill
Contract Specialist
2000 14th Street, NW, 8th Floor
Washington, D.C. 20009
Email: jamar.spruill@dc.gov
Phone: (202) 671-2255

Section A Executive Summary

The Department of General Services (“Department”) is seeking a contractor to provide labor, supervision, supplies, equipment and other services to upgrades Engine Company 30, located at 50 49th Street, NE, Washington, DC 20019 in accordance with the drawings and specifications, titled FEMS Engine Company 30 Drawings and Product Specifications, incorporated herein as Attachment A. (Project)

This is a Sheltered Market Procurement and only Small Business Enterprises (SBEs) certified by the District’s Department of Small and Local Business Development (DSLBD) at the time of submission are eligible to participate. The Contractor shall maintain the aforementioned certification throughout the term of any resulting contract. The Offeror shall submit with its proposal its CBE certification letter issued by DSLBD. (See Section C)

A.1 Contract Type

The contract awarded pursuant to this RFP will be a fixed price type of contract.

A.2 Contractor's Compensation

Offerors shall provide an Offer Letter (Attachment B) to include their lump sum price to complete the work. The lump sum fixed price shall be the Contractor’s sole method of compensation and as such shall be sufficient funding to cover all of the costs necessary to fully complete the Project. The lump sum price shall also include sufficient funding for items that are not specifically identified in the Drawings and Product Specifications but which are reasonably inferable therefrom.

A.3 Form of Contract

The Form of Contract will be issued by Addendum. Offeror’s shall carefully review the Form of Contract, to the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offeror’s 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 the Offeror's proposal.

A.4 Attachments

Attachment A - Drawings and Specification

Attachment B - Form of Offer Letter

Attachment C - Disclosure Statement

Attachment D - Tax Affidavit

Attachment E - Davis-Bacon Wage Rate

Attachment F - Bid Bond Form

Attachment G - Bid Guarantee Certification
Attachment H - Subcontracting Plan Form
Attachment I - First Source Employment Agreement
Attachment J - 2015 Living Wage Act Notice and Fact Sheet
Attachment K - Form of Contract (To be issued by Addendum)
Attachment L - Past Performance Evaluation Form

A.5 Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP - May 11, 2015
- Pre-Bid Conference & Site Visit - May 21, 2015 at 2:00 p.m.
- Last Day for Questions - May 25, 2015 at 2:00 p.m.
- Proposals Due - June 1, 2015 at 2:00 p.m.

SECTION B SCOPE OF WORK

B.1 Introduction:

The Department of General Services (DGS) is seeking a Contractor to provide all labor, materials, equipment, project management & site supervision for various upgrades to Engine Company 30 located at 50 49th Street NE, Washington DC, 20019.

B.2 Scope of Work (SOW):

The Contractor shall at a minimum, perform or provide the following in order to successfully complete the upgrades in accordance with Engine Company 30 Drawing and Specifications (Attachment A).

B.2.1 General Conditions:

The Contractor shall at a minimum fulfil the following general conditions:

1. Move furniture/equipment as required to accomplish SOW by FEMS tenants.
2. Provide protection, dumpsters, cleaning at the end of each day.
3. Various rooms are used in the Engine Company as sleeping quarters (Bunk room, Officer's room, etc.). Contractor should determine at the beginning of each shift the extent to which any of those rooms is occupied.
4. Contractor must recognize the essential nature of the work performed by FEMS. Therefore, notwithstanding the obligation of Contractor to perform SOW, it must not impede any of the normal functioning of the Engine Company:
 - a) Specifically, notwithstanding any electrical work that is to be done (e.g. replacement of lights), the Alerting System and Communications in the Engine Company must remain operational at all times. Should disruption occur, Contractor should immediately notify the PM from the DGS for the project, and the person in charge of the Engine Company at that time.
 - b) All response systems within the Engine Company must be maintained as operational at all times.
 - c) Should direct emergency related equipment be impaired during the project, (e.g. the alerting system and/or radio/data communications, Contractor will coordinate with the PM from the DGS for the project and with the person in charge of the Engine Company at that time. These people are to be given hourly updates as to the expected time that the critical activity will be returned to functionality, and a contingency plan will be submitted ahead of time should the normal resumption not occur as originally projected.

B.2.2 Site Specific Scope:

The Contractor shall at a minimum perform the following site specific requirements:

B.2.2.1 Apparatus Bay

1. Replace/renovate and skim plaster/drywall ceiling
2. Prime and paint cmu walls, ceiling, conduit, HVAC ducts, trim & doors (approx. 7,500 SF) – see Attachment A - #1 for specifications
3. Furnish and install (F&I) new (1) drain cover – (back center of floor)
4. Demo existing light fixtures
5. F&I (20) new T5 Hi Bay fixtures with motion sensors – see Attachment A -#9a for specifications
 - a) 8 of these fixtures will not have motion sensors, but instead will be on all the time. Shall be placed over the doors.
6. F&I (4) shore lines - see Attachment A – #10 for specifications – location TBD
7. Demo old damaged outlets & install new (5) GFCI @ locations in Bay area
8. Demo old water hose in front middle of floor, hanging from ceiling and replace with:
 - a) Add 1.5” shut off valve such that system can remain operational even when wall hose bib is damaged- add national standard thread end at ceiling for hose connection
 - b) Valve must be quarter turn w/handle – ball-cock shut off valve
9. New commercial grade closer on back right exterior door
10. Hydro jet all interior floor drains at the end of project

B.2.2.2 Public Bathroom (off apparatus bay) (102)

1. Replace door with metal door, paint Chinese red, 14 gauge and add commercial grade door closer – see Attachment A - #31 for specifications – keyed to master in the Engine House (to be provided by FEMS)
2. Skim and prep for paint walls & ceilings & trim
3. Repair 18” x 18” patch up the ceiling
4. Prime and paint walls, ceilings, doors & trim (approx. 100 SF) – see Attachment A - #01a through #10d for specifications
5. Demo sink and toilet in bathroom
6. F&I (1) sink & faucet – see Attachment A - #15a / #17b for specifications
7. F&I (1) toilet - see Attachment A - #18a for specifications – with matching seat
8. Demo existing light fixture
9. Provide GFCI receptacle
10. Provide toilet accessories per drawing
11. Provide new cover plate, stainless steel
12. F&I (1) 2’ x 2’ T8 fixture – see Attachment A - #9h for specifications
13. F&I (1) bathroom vanity light – see Attachment A - #9f for specifications
14. Replace original light switch with occupancy sensor light switch – see Attachment A - #11a and #11b for specifications

15. Remove radiator, cap, and refinish

B.2.2.3 Watch Desk (103)

1. Demo ACT & Grid
2. F&I new ACT & grid (approx. 145 SF) – see Attachment A - #8a for specifications
3. Replace 2' x 2' HVAC panel grills – infill next 2'x 2' tile with ACT
4. Demo existing light fixtures
5. F&I (2) 2' x 4' T8 fixtures – see Attachment A - #9c for specifications
6. Replace/renovate and skim all plaster/drywall wall. Remove wood paneling skim walls
7. Replace damaged tile using existing tile located on the north east side of the room (directed by DGS)
8. Prime and paint wall, doors & trim (approx. 60 SF) – see Attachment A - #1 for specifications – wall at back left of Watch Desk area
9. Remove radiator, cap, and refinish with match in kind tile
10. Replace outlet on right with stainless steel plate
11. Add commercial grade door closer and kick plate to door to the Apparatus Bay and paint
12. Replace wall panel on command center with a custom made white board
13. Existing hollow metal frame to be painted in per paint- see Attachment A - #1 for specifications
14. F&I HVAC grill – match in kind with others in Engine House

B.2.2.4 Office (105)

1. Demo ACT & Grid
2. F&I new ACT & grid (approx. 180 SF) – see Attachment A #8a for specifications
3. Replace/renovate and skim all plaster/drywall walls
4. Prime and paint walls, doors & trim (approx. 400 SF) – see Attachment A #01a for specifications
5. Demo existing light fixtures
6. F&I (2) 2' x 4' T8 fixtures – see Attachment A - #9c for specifications
7. Remove radiator, cap, and refinish with match in kind tile
8. Demo existing door
9. Install (1) new metal door, model G, commercial hardware, commercial grade door closer (with capacity to lock-open), Best Core, kick plate - 14 gauge – see Attachment A - #31 for specifications – owner to provide key spec and contractor to paint in Chinese red see Attachment A - #01 a through A-#01d for specifications
10. F&I HVAC grill – match in kind with others in Engine House

B.2.2.5 Storage Closet (from office) (107)

1. Replace/renovate and skim all plaster/drywall walls & ceilings
2. Prime and paint walls, ceilings, doors & trim (approx. 150 SF) – see Attachment A - #01 a through A-#01d for specifications
3. Demo right side electrical BX cable that goes into wall from ceiling
4. Repair wall by finishing plaster over CMU block drywall (approx. 15 SF)
5. Light conduit from switch to be rerouted to existing fixture (behind drywall)
6. F&I HVAC grill – match in kind with others in Engine House

B.2.2.5 Engine Officer Bunkroom/ Bathroom (106/108)

1. Demo bathroom door and frame and close off opening with drywall.
2. Open door space between bunkroom and bathroom
3. Install (1) new metal door, paint, and frame into door space, model F, commercial hardware, Best Core, kick plate, and frames - frame 12 gauge, door 14 gauge – see Attachment A - #31 for specifications – owner to provide key
4. Demo ACT & Grid in bunkroom
5. F&I new ACT & grid (approx. 160 SF) – see Attachment A - #8a for specifications
6. Replace/renovate and skim all plaster/drywall walls
7. Prime and paint walls, doors & trim (approx. 450 SF) – see Attachment A - #01 a through A-#01d for specifications
8. Demo existing light fixtures
9. F&I (2) 2’x4’ T8 fixtures – see Attachment A - #9c for specifications
10. Add electrical conduit serving new 2’x4’ T8 fixture
11. Prime & paint walls, ceiling, door, & trim (approx. 200 SF) – see Attachment A - #1 for specifications in bathroom
12. Remove (2) radiators, cap,
13. Remove & dispose existing bed (coordinate with arrival of new bed)
14. F&I (1) FEMS-specified FF&E. – see Attachment A - #28 for specifications
15. Replace/renovate and skim all plaster/drywall walls & ceilings in bathroom
16. Demo existing lockers & dispose
17. F&I new Officer lockers (3) – see Attachment A - #29c for specifications - 24’’x24’’x76’’ - Penco – see locker quote
18. F&I new Officer locker (1) – see Attachment A - #29c for specifications - 30’’x24’’x76’’
19. Demo existing plumbing fixtures (toilet, sink, vanity) per drawing A-4.01 detail 6, 7 & 9
20. Demo existing shower enclosure and renovate per drawing A-4.01 detail 6, 7 & 9
21. F&I new shower enclosure – per drawing A-4.01 detail 6, 7 & 9
22. F&I (1) shower head & diverter – see Attachment A - #16 for specifications – Per drawing A-4.01
23. F&I (1) sink & faucet – see Attachment A - #15a / #17b for specifications
24. F&I (1) toilet - see Attachment A - #18a for specifications – with matching seat
25. Remove radiator, cap, and refinish with match in kind tile
26. Demo existing light fixtures

27. F&I (1) 2'x4' T8 fixtures – see Attachment A - #9i for specifications (in bathroom)
28. F&I (1) bathroom vanity light – see Attachment A - #9f for specifications
29. Demo toilet paper dispenser
30. F&I commercial grade toilet paper dispenser
31. Replace original light switch with occupancy sensors light switch – see Attachment A - #11 for specifications
32. Replace damaged wall below the window – match in kind tile

B.2.2.6 Dining /Sitting Area (109)

1. Demo ACT & Grid
2. F&I new ACT & grid (approx. 500 SF) – see Attachment A - #8a for specifications
3. Replace/renovate and skim all plaster/drywall walls
4. Install ceramic tile to match existing in south wall. Re-plaster above the ceramic tile
5. Prime and paint walls, trim, & doors (approx. 300 SF) – see Attachment A - #01 a through A-#01d for specifications – don't overpaint mural with Engine and Truck numbers
6. Demo existing light fixtures and ceiling fan
7. Replace ceiling fan
8. F&I (6) 2'x4' T8 fixtures – see Attachment A - #9c for specifications
9. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications
10. Install (2) new metal doors and paint, model G, commercial hardware, and commercial door closers - door 14 gauge – see Attachment A - #31 for specifications
11. Replace 3 GFCIs –
12. F&I new 15 AMP GFCI dedicated circuit for coffee pot – from electrical panel (in the same room) – to be located approximately where coffee pot is now
13. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications
14. Provide 3 junction boxes to be made code compliant above existing ACT ceiling

B.2.2.7 Storage Closet (off sitting area) (110)

1. Replace/renovate and skim all plaster/drywall walls & ceilings
2. Prime and paint walls & ceilings (approx. 150 SF) – see Attachment A - #01 a through A-#01d for specifications
3. Demo existing light fixture
4. F&I (1) 2' x 4' T8 fixture – see Attachment A - #9i for specifications
5. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications
6. Add two metal shelving size 18" x 48" x 72" ,units per the drawings
7. Existing radiator to be demoed and capped.

B.2.2.8 Kitchen

1. Demo per A-1.01
2. Cut and cap existing radiator piping
3. Re-frame per plans A-4.01 detail 5
4. Replace/renovate and skim all plaster/drywall walls & ceilings
5. Demo existing light fixtures
6. F&I (1) 2' x 4' T8 fixture – see Attachment A - #9i for specifications
7. Clean up junction box under the sink
 - a) Replace original light switch with occupancy sensors light switch – see Attachment A - #11 for specifications
8. Provide new solid surface countertop per A-1.03 detail 5
9. Demo dish washer
10. Existing gas stove to remain
11. F&I New dish washer – Maytag MDB4709PAM - see Attachment A - #24 for specifications
12. F&I new commercial kitchen hood, exhaust and associated fire suppression system Coordinate the replacement of the hood (furnished and installed by others)
13. F&I new ¾ HP commercial garbage disposal with associated wall switch
14. Prime and paint walls & ceiling (approx. 400 SF) – see Attachment A - #1 for specifications
15. Note: wall will be demolished and kitchen will expand into weight room
16. Install new faucet and sprayer per specification FEMS spec #13
17. F&I all FF&E per A-4.01 11,12,13 and 15
18. Electrify for dish washer /refrigerators / GFI
19. F&I pot rack per drawings
20. Install new sanitary ACT in kitchen area per A-1.03 note 15
21. Install condiment storage closet per A-4.01 note 13 and 12
22. Install mill work above refrigerators per A-4.01 note 14
23. F&I 5 refrigerators per A-1.03 detail 5 and associated electric

B.2.2.9 Storage Room (112)

1. Demo ACT & Grid
2. F&I new ACT & grid (approx. 280 SF) – see Attachment A - #8a for specifications
3. Replace/renovate and skim all plaster/drywall walls
4. Prime and paint walls, trim, & doors (approx. 500 SF) – see Attachment A - #1 for specifications
5. Demo existing light fixtures
6. F&I (2) 2'x4' T8 fixtures – see Attachment A - #9c for specifications
7. Demo existing door

8. Install (1) new metal door and paint, model G, commercial door closer, push/pull (no handle, nor lock) hardware, kick plate - 14 gauge – see Attachment A - #31 for specifications
9. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications

B.2.2.10 Storage Closet (off weight room) (113)

1. Replace/renovate and skim all plaster/drywall walls & ceilings
2. Prime and paint walls & ceilings (approx. 150 SF) – see Attachment A - #01a through #01d for specifications
3. Demo existing light fixture
4. F&I (1) 2' x 4' T8 fixture – see Attachment A - #9i for specifications
5. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications
6. Demo existing door
7. Install (1) new metal door and paint, model F, commercial hardware - 14 gauge – see Attachment A - #31 for specifications

B.2.2.11 Back Hallway (by Refrigerator Room)

1. Replace/renovate and skim all plaster/l walls & ceilings
2. Prime & paint walls, ducts, conduit, ceiling, doors & trim (approx. 600 SF) – see Attachment A #01a through #01d for specifications
3. Demo existing light fixture
4. F&I (1) 2'x4' T8 fixture – see Attachment A - #9i for specifications
5. Replace VCT (approx. 130 SF) – see Attachment A - #2b for specifications – charcoal w/maraschino accents
6. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications

B.2.2.12 Refrigerator Room (119)

1. Replace/renovate and skim all CMU & brick walls & GWB ceilings
2. Prime & paint walls, ceiling, floor (battleship gray), doors & trim (approx. 700 SF) – see Attachment A - #1 for specifications
3. Replace exterior door and frame – see Attachment A - #31 for specifications, model V, with wire mesh – coordinate with FEMS security access control contractor for hardware installation, LS2P lock system (very important!) – frame 12 gauge, door 14 gauge
4. Door must be prepped for the receipt of LS2P system which involves precise placement of fixture openings
5. Order pre-painted in Chinese Red color (i.e. not to be painted on site) and with kick plates on inside face
6. Install commercial-grade closer
7. Demo existing light fixtures

8. F&I (2) 2'x4' T8 fixtures – see Attachment A - #9i for specifications
9. Replace original light switch with occupancy sensors light switches (2) – see Attachment A - #11b for specifications
10. Install rubber flooring for new Gym area (approx. 300 SF) – see Attachment A - #6 for specifications underlayment & reducers included

B.2.2.13 Ambulance Driver Bunkroom (118)

1. Replace/renovate and skim all CMU walls & GWB ceilings
2. Prime & paint walls, ceiling, ducts, doors & trim (approx. 950 SF) – see Attachment A - #1 for specifications – keep all blue accents
3. Demo existing light fixtures
4. F&I (2) 2'x4' T8 fixture – see Attachment A - #9i for specifications
5. New conduit for new ceiling light fixture
6. Replace VCT (approx. 250 SF) - see Attachment A - #2b for specifications – charcoal w/maraschino accents
7. Replace 1 GFCI – right wall
8. Remove & dispose existing bed
9. Demo existing door
10. Install wall base
11. Install (1) new metal door and paint, model F, commercial hardware - 14 gauge – see Attachment A - #31 for specifications
12. Remove radiator, cap, and refinish
13. Repaint duck work to match wall finish

B.2.2.14 Women's bathroom /locker room/sitting room (116/117)

1. Demo entire shower system
2. F&I (1) new shower system – per drawing A103.8
3. Demo existing plumbing fixtures (toilet, sink)
4. F&I (1) sink & faucet – see Attachment A - #15a / #17b for specifications
5. F&I (1) toilet - see Attachment A - #18b for specifications – with matching seat
6. Paint duck work to match wall finish
7. Remove (2) radiators, cap, and refinish
8. Replace/renovate and skim all plaster/drywall walls & ceilings
9. Prime & paint walls, ducts, ceiling (except where above ACT), doors & trim (approx. 1,000 SF) – see Attachment A - #1 for specifications
10. Demo old existing light fixtures
11. F&I (2) 2'x4' T8 fixtures – see Attachment A - #9c for specifications
12. F&I (2) 2'x4' T8 fixtures – see Attachment A - #9i for specifications
13. Add electrical conduit serving new 2'x4' T8 fixture in sitting room
14. F&I (1) bathroom vanity light – see Attachment A - #9f for specifications
15. Demo existing lockers & dispose
16. F&I (8) new lockers – see Attachment A - #29b for specifications –
17. Replace VCT (approx. 275 SF) – see Attachment A - #2b for specifications – charcoal w/maraschino accents

18. Replace (2) original light switches with occupancy sensors light switches – see Attachment A - #11 for specifications
19. Replace 2 GFCIs
20. Demo ACT & Grid
21. F&I new ACT & grid (approx. 100 SF) – see Attachment A - #8a for specifications
22. Demo existing door to hallway
23. Install (1) new metal door to bunk room, model V, commercial door closer, hardware, kick plate, and frames - door 14 gauge – see Attachment A - #31 for specifications
24. Install LS-2P system which involves precise placement of fixture openings. No keypad is necessary, but must be fob activated
25. The door must now be wired by an electrician with power, connected to the emergency generator panel
26. Remove door between bathroom and ante room
27. Install (1) new metal door between bunk room and bathroom ante room, model F, commercial door closer, hardware, kick plate, and frames - door 14 gauge – see Attachment A - #31 for specifications

B.2.2.15 Staircase to Downstairs (115)

1. Skim all plaster/drywall/ & ceiling
2. Prime and paint walls, handrails (battleship gray), conduit, ceiling, trim, & doors (approx. 1,800 SF) – see Attachment A - #1 for specifications
3. Clean VCT (approx. 60 SF) – see Attachment A - #2b for specifications – charcoal w/maraschino accents
4. Replace original light switches with occupancy sensors light switches – see Attachment A - #11 for specifications – on each end (upstairs and downstairs)
5. Replace two top glass planes in door w/wire glass and install commercial grade door closer on door at top of stairs
6. Remove radiator, cap, and refinish

B.2.2.16 Utility Closet (off back hallway) (114)

1. Replace/renovate and skim 1 plaster/drywall ceilings
2. Prime & paint walls, ceiling, doors & trim (approx. 300 SF) – see Attachment A - #01a through #01d for specifications
3. Demo existing light fixtures
4. F&I (1) 2' x 4' T8 fixture – see Attachment A - #9i for specifications
5. Replace door closer and door hardware with commercial grade
6. Door closer should be commercial grade and has setting to lock open and paint
7. Replace original light switch with occupancy sensor light switch – see Attachment A - #11 for specifications
8. Demolish slop sink damaged concrete lip
9. Re-pour concrete lip and retile – match in kind

B.2.2.17 Basement

1. Demo exterior existing door
2. Install (1) new metal exterior door with a LS-2P lock system – see Attachment A - #31 for specifications, model G, with wire mesh – coordinate with FEMS security access control contractor for hardware installation, LS2P lock system (very important!) – 14 gauge
3. Door must be prepped for the receipt of LS2P system which involves precise placement of fixture openings
4. Order pre-painted in Chinese Red color (i.e. not to be painted on site) and with kick plates on inside face
5. Install commercial-grade closer
6. F&I new (1) 20 AMP GFCI dedicated circuit for sump pump
7. Hydro jet exterior floor drain outside basement
8. Change 4 light fixture in kind

B.2.2.18 Hose Room (121)

1. Replace/renovate and skim all ceilings
2. Patch hole @ roof drain
3. Prime and paint brick walls & ceiling (approx. 1,150 SF) – see Attachment A #01a through #01d for specifications
4. Demo existing light fixtures
5. F&I (2) 2'x4' T8 fixtures – see Attachment A - #9i for specifications
6. Cover back switch with plate
7. Replace original light switch with occupancy sensors light switch - see Attachment A - #11 for specifications
8. Demo existing doors
9. Install (2) new metal doors, model G, push/pull (no handle, nor lock) hardware, kick plate - 14 gauge – see Attachment A - #31 for specifications and paint
10. Door closer should be commercial grade and has setting to lock open
11. F&I new (1) drain cover
12. Connect ice maker to vertical drain running through back of the room
13. Provide condensate pump to drain of ice maker to connect to vertical drain
14. F&I sufficient electrical power for condensate pump
15. F&I 4" dryer vent through back wall of hose room, next to ice maker
16. F&I stacked washer / dryer unit – see Attachment A - #36 for specifications
17. Modify all utilities, drains, and electrical service for to washer and dryer, if necessary, to make installation compliant with local building codes – include dedicated 30amp/240V outlet for dryer and 20A/120V duplex for washer

B.2.2.19 Men's bathroom/ locker room (125)

1. Demo old existing light fixtures

2. Demo toilet partition stalls
3. Demo existing plumbing fixtures (shower, toilet, sink)
4. Install new partition as required for installation of new plumbing per A-1.03
5. Installation 4 new showers per A-1.03-7
6. Install new bath exhaust fan in existing opening per A-1.03 17
7. Replace/renovate and skim all plaster/drywall walls & ceilings
8. Prime & paint ducts, ceiling, doors & trim (approx. 1,100 SF) – see Attachment A - #01a through #01d for specifications
9. New wall
10. Replace broken floor ceramic tile (approx. 3 SF)
11. F&I (6) 2'x4' T8 fixtures – see Attachment A - #9i for specifications - 4 in locker room, 2 in bathroom
12. F&I (2) bathroom vanity light – see Attachment A - #9f for specifications
13. Acid wash tile floor
14. Remove existing lockers
15. F&I (60) new lockers – see Attachment A - #29b for specifications- Penco –
16. F&I (4) sinks & faucets – see Attachment A - #15a / #17b for specifications
17. F&I (1) electric hand dryer by Dyson (see what was installed at EH 28 or 29)
18. New electric service for new electric hand dryer
19. F&I (3) toilet partition stalls – see Attachment A - #35 for specifications, should include built in toilet paper dispenser
20. Remove/demo existing shower enclosure
21. Install detail 17
22. F&I new shower enclosure – see Attachment A - #37 for specifications
23. Discussed metal studs, green board, & tile, possibly in EH #29 finishes
24. Possibly need to modify lighting if shower partitions installed
25. What to do with the front façade to be addressed in specifications
26. Redo shower floor
27. Slop sink needs a cleanout
28. F&I (3) shower head & diverter – see Attachment A - #16 for specifications – if diverter is not accessible from the front, plumbing will be modified to make it so
29. F&I (3) new toilets - see Attachment A - #18a for specifications – with matching seat
30. F&I (2) new urinals with flush valve - see Attachment A - #19 for specifications
31. Repair exhaust fan on back wall for locker room and ensure appropriate functioning
32. Replace original light switch with occupancy sensors light switch – see Attachment A - #11 for specifications – sensor should activate both lights and exhaust fan in bathroom
33. Replace exhaust fan (over shower) & wire to existing switch – see Attachment A - #12 for specifications – QTXE150 – ensure exhaust fan vents to exterior
34. F&I (2) GFCIs above sinks
35. New electrical for GFCIs above sinks
36. New (4) vanity mirrors over sinks
37. Repaint windows frames
38. Demo existing doors (3)

39. Install (1) new metal door to bunk room, model G, commercial door closer, push/pull (no handle, nor lock) hardware, kick plate - 14 gauge – see Attachment A - #31 for specifications
40. Install (2) new metal doors, model G, commercial door closer, push/pull (no handle, nor lock) hardware, kick plate - 14 gauge – see Attachment A - #31 for specifications

B.2.2.20 Bunk room (127-128)

1. Demo ACT & grid
2. F&I new ACT & grid (approx. 1,300 SF) – see Attachment A - #8a for specifications
3. Replace/renovate and skim all plaster/drywall walls
4. Prime and paint walls, doors & trim (approx. 1,200 SF) – see Attachment A - #01a through #01d for specifications
5. Demo existing light fixtures
6. F&I (8) 2’x4’ T8 fixtures – see Attachment A - #9c for specifications
7. Replace 2 sets of double doors with metal door frame 12 gauge, door 14 gauge – see Attachment A - #31 for specifications – keyed to master in the Engine House (to be provided by FEMS) , push/pull (no handle, nor lock) hardware, kick plate
8. Remove & dispose existing bed (coordinate with arrival of new bed)
9. F&I (12) FEMS-specified FF&E. – see Attachment A - #28 for specifications
10. Replace 4 GFCIs
11. Remove all high wall outlets (4 of one kind, 3 220 A with light switches below)

B.2.2.21 Storage Closet (off Bunk room) (129)

1. Replace/renovate and skim all plaster/drywall walls & ceilings
2. Prime and paint walls & ceilings (approx. 150 SF) – see Attachment A - #01a through #01d for specifications
3. Demo existing door
4. Install (1) new metal door, model G, hardware - door 14 gauge – see Attachment A - #31 for specifications

B.2.2.22 Officer’s room/bathroom (131)

1. Demo existing door to hallway
2. Install (1) new metal door to bunk room, model G, no closer, hardware, kick plate, and frames - door 14 gauge – see Attachment A - #31 for specifications
3. Replace/renovate and skim all plaster/drywall walls & ceilings
4. Prime & paint walls, ceiling, doors & trim (approx. 1,200 SF) – see Attachment A - #01a through #01d for specifications
5. Demo old existing light fixtures
6. F&I (3) 2’x4’ T8 fixtures – see Attachment A - #9i for specifications

7. F&I (1) bathroom vanity light – see Attachment A - #9f for specifications
8. Demo existing lockers & dispose
9. F&I new Officer lockers (3) – see Attachment A - #29c for specifications - 24"x24"x76" - Penco – see locker quote
10. F&I new Officer locker (1) – see Attachment A - #29c for specifications - 30"x24"x76"
11. Remove & dispose existing bed (coordinate with arrival of new bed)
12. F&I (1) FEMS-specified FF&E. – see Attachment A - #28 for specifications
13. Demo existing plumbing fixtures (shower, toilet, sink)
14. F&I (1) sink & faucet – see Attachment A - #15a / #17b for specifications
15. F&I (1) toilet - see Attachment A - #18a for specifications – with matching seat
16. F&I (1) shower head & diverter – see Attachment A - #16 for specifications – if diverter is not accessible from the front, plumbing will be modified to make it so
17. Demo old existing light fixtures
18. F&I (1) 2'x4' T8 fixtures – see Attachment A - #9i for specifications (in bathroom)
19. Redo shower bed
20. Redo tile floor in bathroom
21. F&I new vanity mirror over sink
22. Replace original light switch with occupancy sensors light switch – see Attachment A - #11 for specifications

B.2.2.23 Exterior

1. Demo old existing wall packs
2. F&I (7) LED security light with dusk to dawn – above exterior doors – see Attachment A - #9d for specifications – 2 front/1 left/ 4 back
3. Replace 75' of fence along the right side of the property side of the property with in kind 4.5' tall chain link fence
4. Hydro jet exterior floor drains.
5. Clean gutters & check down spouts for proper drainage.

B.2.2.24 Throughout

1. If a door is left in place, and it has a hole where hardware used to be, seal up with plate
2. Remove, cap and refinish where all radiators are. System no longer being used. Will call out radiators where seen, but this note is to address when one is missed.
3. Polish terrazzo floor
4. Upon completion of hydro jetting – clean out oil interceptor and dispose of appropriately
5. If interior drain is designed with a trap (S, J, or U) no need to do hydro jetting

B.3 Work Day/ Hours

The Contractor shall perform the required services Monday- Friday 7 am to 3:30pm, unless otherwise scheduled and approved by the DGS.

B.4 Conformance with Laws

It shall be the responsibility of the Contractor to perform the Agreement in conformance with the Department's Procurement Regulations (27 DCMR § 4700 et seq.) and all statutes, laws, codes, ordinances, regulations, rules, requirements and orders of governmental bodies, including, without limitation, the U.S. Government and the District of Columbia government; and it is the sole responsibility of the Contractor to determine the Department's procurement regulations, statutes, laws, codes, ordinances, regulations, rules, requirements and orders that apply and their effect on the Contractor's obligations thereunder.

B.5 Licensing, Accreditation and Registration

The Contractor and all of its subcontractors 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.

B.6 Standard Contract Provisions

The Standard Contract Provisions for use with Specifications for District of Columbia Government Construction Projects (Revised May 2011) are hereby incorporated by this reference.

B.7 Living Wage Act

The Living Wage Act is applicable to this Contract. As such, the Contractor and its subcontractors shall comply with the wage and reporting requirements imposed by that Act (Attachment I).

B.8 Davis-Bacon Wage Rate

The Service Contract Act is applicable to this Project. As such, the Contractor and its trade subcontractors shall comply with the wage and reporting requirements imposed by this Act. Applicable wage determination is attached hereto as Attachment E.

SECTION C ECONOMIC INCLUSION

C.1 Preferences for Certified Business Enterprises

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended (“Act”, as used in this section), the District shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

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.

Offeror’s may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

C.1.2 Preferences for Certified Joint Ventures

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a (h).

C.1.3 Verification of Offeror’s Certification as a Certified Business Enterprise

C.1.3.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The CO will verify the Offeror’s certification with DSLBD, and the offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise.

C.1.3.2 Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

C.1.3.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

C.2 Subcontracting Requirements

An Offeror responding to this solicitation which is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Offerors responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 50% of the dollar volume of the contract shall be subcontracted in accordance Attachment H.

A Subcontracting Plan form is provided as Attachment H.

C.2.1 Mandatory Subcontracting Requirements

- (1) Unless the Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver in writing, for all contracts in excess of \$250,000, at least 50% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- (2) If there are insufficient SBEs to completely fulfill the requirement of paragraph (a)(1), then the subcontracting may be satisfied by subcontracting 50% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- (3) A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections (a)(1) and (a)(2) of this clause.
- (4) Except as provided in (a) (5) and (a) (7), a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 50% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (5) A prime contractor that is a certified joint venture and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 50% of the subcontracting

effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- (6) Each CBE utilized to meet these subcontracting requirements shall perform at least 50% of its contracting effort with its own organization and resources.
- (7) A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

C.2.2 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 50% of the dollar volume of this contract in accordance with the provisions of section (a) of this clause. The plan shall be submitted as part of the proposal and may only be amended with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

C.2.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

C.2.4 Subcontracting Plan Compliance Reporting

- (1) If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:
 - a) The price that the prime contractor will pay each subcontractor under the subcontract;
 - b) A description of the goods procured or the services subcontracted for;
 - c) The amount paid by the prime contractor under the subcontract; and
 - d) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

- (2) If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

C.2.5 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

C.2.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

C.2.7 Enforcement and Penalties for Breach of Subcontracting Plan

- (1) A Contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
- (2) A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- (3) If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in clause 8 of the SCP, Default.

C.3 Residency Hiring and First Source Employment Requirements for Contractors and Subcontractors

C.3.1 District Residents Hiring. At least fifty-one percent (51%) of the Offeror's employees and every subcontractor's employees hired after the Offeror enters into a contract with the Department, or after each subcontractor enters into a contract with the Offeror, to work on this contract, shall be residents of the District of Columbia. Upon execution of the contract, the Offeror and each of its subcontractors, if any, shall submit to the Department a list of current employees that will be assigned to the contract, the date that they were hired and whether or not they live in the District of Columbia.

C.3.2 First Source Employment Agreement. The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all subcontractors with contracts in the amount of \$300,000 or more shall be required to comply

with the following: (i) enter into a First Source Employment Agreement (Attachment I) with the D.C. Department of Employment Services (“DOES”); (ii) make best efforts to hire at least 51% District residents for all new jobs created by the contract; (iii) list all employment vacancies with DOES; and (iv) submit monthly compliance reports to DOES by the 10th of each month.

C.4 Apprenticeship Act

The Contractor and all of its traded subcontractors shall comply with the Apprenticeship Act. In addition, thirty-five percent (35%) of all apprentice hours worked on the Project shall be worked by District residents.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Selection Criteria

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

- Relevant Experience and Capabilities (25 points)
- Key Personnel (20 points)
- Project Management Plan & Schedule (35 Points)
- Price (20 points)

D.2 Evaluation Process

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

D.3 Evaluation Committee

Each submission will be evaluated in accordance with this Section D by an Evaluation Committee. The Evaluation Committee will 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 will select the Offeror(s) whose submission is determined by the source selection official to be the most advantageous to the Department.

D.4 Oral Presentation

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. 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.5 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points as described in Section D.1. In addition, Offerors 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.

D.6 Non-Responsive Pricing

In general, the Department will consider a proposal non-responsive if the 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 E
PROPOSAL ORGANIZATION AND SUBMISSION**

E.1 Proposal Identification

Proposals shall be proffered in an original and five (5) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's proposal shall be placed in a sealed envelope conspicuously marked: **"DCAM-15-CS-0122" – Engine Company 30 Renovations and Upgrades.**"

E.2 Delivery or Mailing of Proposals

Proposals shall be delivered or mailed to:

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

E.3 Date and Time for Receiving Proposals

Proposals shall be received no later than 2:00 pm E.D.T., on June 1, 2015. The Offeror assumes the sole responsibility for timely delivery of its Proposal, regardless of the method of delivery.

E.4 Proposal Size, Organization, and Offeror Qualifications

All proposals shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile proposals 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. The submission shall be organized in two (2) separate volumes as follows:

E.4.1 Technical Proposal – Volume 1

E.4.1.1 Executive Summary. The Offeror shall provide a summary of no more than three (3) pages to include the following for the Offeror:

Name, address of the firm
Firm profile, including:
 Age
 Firm history
 Firm size
 Areas of specialty/concentration
 Current workload

A list of contracts terminated (either for default or convenience). This list shall include 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.

E.4.1.2 Relevant Experience and Capabilities (25 Points) The Department desires to engage a Contractor with the experience necessary to realize the goal and successfully complete the required work as described in Section B of the RFP. The Offeror shall submit the following to demonstrate the Offeror's relevant experience and capability with projects similar in size and scope as those described in Section B;

- a) A descriptions of a minimum of three (3) projects) detailed to include the following that best illustrate the Offeror's experience and capabilities relevant to this project:
 1. Project name and location;
 2. Name, address, contact person and telephone number for owner reference;
 3. Description of the work performed by the Offeror; including comparisons to the work of this solicitation and Offeror's role on the project;
 4. Completed size in SF;
 5. Time period of the construction;
 6. Identification of personnel involved in the selected project who are proposed to work on this project; and
 7. Award and final construction cost (provide actual figures for completed projects).
- b) Offeror shall ensure that a minimum of three (3) Past Performance Evaluation forms (Attachment L) are completed and submitted on behalf of the Contractor directly to Jamar Spruill jamar.spruill@dc.gov by the due date for proposals (F.3).

E.4.1.3 Key Personnel (20 Points). Offerors shall assign personnel to this Project with experience in completing similar projects on-time and on-budget. The availability and experience of the key individuals assigned to this Project will be evaluated as part of this element. The Offeror shall:

- a. Identify, at a minimum: (i) the Project Executive; (ii) the Field Superintendent; (iii) the Project Manager; and (iv) a Safety Manager responsible for the Project and describe the specific experience of each working on projects similar size and scope as that described in this RFP;
- b. Provide resumes for the key personnel identified above; and
- c. Provide a table that identifies the specific staff that will be assigned to this Project. The table should include: (i) the individual's name; (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.

E.4.1.4 Project Management Plan & Schedule (35 Points). Offerors shall submit a Project Management Plan & Schedule. The Project Management Plan & Schedule shall clearly explain how the Contractor intends to implement, manage, and complete the Project. It should demonstrate a knowledge of the project, impediments that must be overcome and ensure that

sufficient staffing will be provided. At a minimum, the Offeror's Project Management Plan & Schedule shall:

- a. Identify the key personnel and their specific roles in managing and completing the Project;
- b. Identify subcontractors, as applicable, their specific roles in managing and completing the Project;
- c. Describe the key challenges inherent in this Project and explain how the Offeror will overcome or mitigate these challenges; and
- d. A Project Management Plan & Schedule that shows the anticipated manner in which the Project will be completed. The schedule shall include sufficient level of detail so as to demonstrate the Offeror's understanding of the Project and the key issues related to the Project. The schedule shall also identify key milestones and how those milestones will be achieved.

E.4.1.5 Attachments

The Offeror shall include the following attachments in the Technical Proposal:

- a. Disclosure Statement - Each Offeror shall submit a Disclosure Statement (Attachment C);
- b. Tax Affidavit (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; and
- c. First Source Employment - Each Offeror shall submit the First Source Employment Agreement in the form of Attachment I.
- d. Past Performance Evaluation Forms and Subcontractor Evaluation Forms (Attachment L).

E.4.2 Price Proposal Section – Volume 2

E.4.2.1 Price (20 Points)

The Offeror shall submit the Offer Letter substantially in the form of Attachment B.

E.4.2.2 Attachments

The Offeror shall include the following attachments in the Price Proposal:

- a. Bid Bond (Attachment F) or Cashier Check or Irrevocable Letter of Credit and Bid Guarantee Certification (Attachment G)
- b. Subcontracting Plan Form (Attachment H)

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP, please contact:

Jamar Spruill
Contract Specialist
2000 14th Street, NW 8th Floor
Washington, D.C. 20009
jamar.spruill@dc.gov
Phone: (202) 671-2255

Any written questions or inquiries should be sent to Jamar Spruill at jamar.spruill@dc.gov.

F.2 Pre-proposal Conference. A pre-proposal conference and site visit will be held May 21, 2015 at 50 49th Street, NE, Washington, DC 20019. Interested Offeror's are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

Each Offeror shall carefully examine this RFP and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a proposal. 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 proposals 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 Jamar Spruill at jamar.spruill@dc.gov no later than 2:00 pm June 1, 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). Protests alleging defects in this solicitation must be filed prior to the time set for

receipt of proposals. 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 proposals. In all other cases, a protester shall file the protest within seven (7) 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 proposal 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 Retention of Proposals

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

F.6 Examination of Proposals

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.7 Late Proposals and Modifications

Any proposal or best and final offer received at the Department designated in this RFP after the exact time specified for receipt shall not be considered. Any modification of a proposal, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.6 stated above. 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 proposal wrapper or other documentary evidence of receipt maintained by the installation.

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

F.8 No Compensation for Preparation of Proposals

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any proposals submitted in response to this RFP, or prepared in connection

therewith, including, but without limitation, any proposals, statements, reports, data, information, materials or other documents or items.

F.9 Rejection of Proposals

The Department reserves the right, in its sole discretion:

- a) To cancel this solicitation or reject all proposals;
- b) To reject proposals that fail to prove the Offeror's responsibility;
- c) To reject proposals that contain conditions and/or contingencies that in the Department's sole judgment, make the proposal indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award;
- d) To waive minor irregularities in any proposal 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 proposal of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such proposal or this Request for Proposals.

F.10 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.11 Electronic Copy of Proposals for Freedom of Information Act Requests

In addition to other proposal submission requirements, the Offeror shall submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code §2-534, in order for the District to comply with §2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under §2-534(a) (1).

F.12 Contract Award

This procurement is being conducted in accordance with the provisions of 4721 of the Department's Procurement Regulations (27 DCMR, Chapter 47).

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor shall 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 One Million (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Two Million Dollars (\$2,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

G.1.2 Workers’ Compensation and Employers Liability Coverage providing statutory benefits for all persons employed by the Contractor, or its 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.

G.1.4 Umbrella or Excess Liability Insurance: The Contractor shall provide umbrella or excess liability insurance as follows: \$5,000,000 per occurrence, with the District of Columbia as additional insured.

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 begins.

G.1.6 Duration: Except as provided in G.1.5, the Contractor shall carry all required insurance until all contract work is accepted by the District. Each insurance policy shall contain a binding endorsement that: The insurer agrees that the Chief Contracting Officer shall be given thirty (30) days prior written notice via certified mail in the event coverage is substantially changed, cancelled or not renewed.

G.1.7 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.1.8 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.1.9 Contractor’s Property: Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to owned and leased equipment, whether such equipment is located at a project site or “in transit”. This includes Contractor tools and equipment, scaffolding and temporary structures, and rented machinery, storage sheds or trailers placed on the project site.

G.1.10 Measure of Payment: The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

G.1.11 Notification: The Contractor shall immediately provide the Chief Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Chief Contracting Officer.

G.1.12 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.

G.1.13 Certificates of Insurance: The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Jamar Spruill
Contract Specialist
Department of General Services (DGS)
2000 14th Street, N.W. – 8th Floor
Washington, DC 20009
Telephone: (202) 671-2255
E-mail: jamar.spruill@dc.gov

SECTION H BONDS

H.1 Bid Bond:

H.1.1 Offeror's shall submit with their proposal a Bid Bond in the amount of 5% of the Offeror's lump sum price. The Offeror's Bid Bond shall be submitted in substantially the form provided as Attachment F. All bonding companies shall be licensed to conduct business in the District of Columbia and be included on the United States Department of Treasury's website Listing of Approved Sureties.

H.1.2 Alternatively, Offeror's may submit a cashier's check or irrevocable letter of credit in lieu of a Bid Bond. If the Offeror chooses to submit a cashier's check or letter of credit in lieu of a Bid Bond, the Offeror shall complete the form included as Attachment G and return, notarized, with the Offeror's Proposal. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by an FDIC insured institution that is reasonably acceptable to the Department; 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 Department's CCO stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's Proposal submitted thereunder.

H.1.2.1 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 there by forfeit the full amount of the cashier's check or letter of credit, and the Department will collect such funds as liquidated damages.

H.2 Payment and Performance Bond:

The Contractor shall be required to provide payment and performance bonds, each having a penal value equal to 100% of the contract amount prior to performing any work on the contract. All bonding companies must be licensed to conduct business in the District of Columbia and be included on the Department of Treasury's Listing of Approved Sureties website.