

**GOVERNMENT OF THE DISTRICT OF
COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



CONTRACTS & PROCUREMENT

**SCOPE OF WORK
HISTORICAL EASTERN MARKET
PRESERVATION & BUILDING RESTORATION**

A. OVERVIEW

Eastern Market, located at 225 7th St SE, Washington, DC, is one of three public markets proposed in the L'Enfant Plan and is the heart of the Capitol Hill neighborhood. The South Hall was built in 1873 and the Center and North Halls were added in 1908. The building is approximately 16,500 square feet. The Market was designated a D.C. Historic Landmark in 1964 and listed in the National Register of Historic Places in 1971. In 1999, the Eastern Market legislation was established, defining how the Market would be managed, regulated and improved.

Eastern Market is a multi-use facility housing merchants selling a wide variety of food products, a lunch counter, a large hall (which can be rented out for various occasions) and a pottery shop in the basement. On weekends, there is an outdoor market in the space surrounding the facility.

On April 30, 2007, the Market was engulfed in flames leaving only the shell of the building intact. Immediately, the District of Columbia pledged to rebuild the market; retaining the historic integrity of the building while modernizing it to include the requirements of the 21st century. The project cost to the District of Columbia was \$22 million and after two years of planning and historic restoration, the District of Columbia reopened Eastern Market on June 27, 2009.

The District of Columbia is committed to preserving its designated historical buildings, historic landmarks and cultural resources. Nearly a decade has passed since the historic post-fire restoration, and now the Market is in need of some small improvements and repairs. The Department of General Services (DGS) is seeking a qualified Contractor to improve this historic DC Government property.

B. SCOPE OF WORK

The Department of General Services (DGS) is seeking a certified Small Business Enterprise (SBE) Contractor to provide historical preservation & building restoration services to a DC Government historical property located at Eastern Market at 225 7th St SE.

The Contractor shall provide all management, expertise, supervision, labor, administrative support, materials, tools, parts, supplies, equipment, and transportation necessary to effectively and efficiently fulfill the requirements of this Scope of Work.

B.1 Definitions

- **HPRB** – Historic Preservation Review Board
- **HPO** – Historic Preservation Office

B.2 Services

Services shall be provided with attention to the requirements of the HPO. Because of the minor nature of the work, the HPO staff will approve the work as part of the permitting process, without referral to the HPRB:

1. Restore the front steps of the market with Cathedral Stone restoration mortars. Each step should have the same rise and run. See **Exhibit B** for photo of front steps;
2. Add metal safety railings to the left and right sides of the front steps of Eastern Market that match the historically appropriate black metal railings on the north and south entrances of Eastern Market. Railings should be attached at ground level and at the top stair of the front entrance. See **Exhibit B** for photo of historically appropriate black metal railings on the north entrance of Eastern Market that railings shall match;
3. Install custom fit window blind material on each of the 18 of 4' circular windows and on the 6'6" half circle window above the main alley doors in South Hall. Material will be NEXT DAY BLINDS, SOLAR SCREEN 1% SHEERS 12511-WHITE, CONTEMPO HEM to match the current blinds. Oculus windows must remain operable and still be able to open and close even with the blind material in place. See **Exhibit C** for photos of oculus window and half circle window;
4. Remove furniture and renovate first floor office of Eastern Market, removing the historically inappropriate wooden paneling, stripping the office to the plaster and covering with plaster or other period appropriate materials and drywall when necessary to cover pipes and conduit. Pipes and conduit should be covered only when absolutely necessary. If used, drywall will be hung where current wooden paneling is or beneath where current wooden paneling is. Sand and repaint the floor. If there is original paint or wallpaper beneath the wooden paneling, this should be documented. See **Exhibit D** for photos of first floor office;

5. Replace six ground uplights, three on each side of the main entrance at the front of Eastern Market to highlight the market's historical façade. See Exhibit E for photo of ground uplights. Uplight specs: Eurofase 19552-019 In-Ground Exterior Series 120V or similar. Requirements:
 - Maximum durability of the fixture;
 - Maximum Brightness;
 - Maximum lightbulb longevity.
6. Repair the large historic transom window on alley side of North Hall. See Exhibit F for photo of transom window;
7. All work shall be submitted to the Eastern Market Community Advisory Committee for review and, when required, submitted and approved by the HPO. Cost of permitting shall be reimbursed by Department of General Services based on proof of actual cost and proper documentation; and
8. **A one year warranty should be included as part of the project cost. During the warranty period, the installing vendor must provide a 24-hour (or next business day) response to system issues covered under the warranty.**

B.3 Contractor Qualifications & References

- ☐ Contractor and/or subcontractor must have expertise and experience performing projects similar in scope or hire subcontractors with this required experience. Contractor shall submit at a minimum two references.
- ☐ Contractor must be certified Cathedral Stone Applicator or hire a subcontractor that is.
- ☐ Contractor for repair of transom window must have 5-10 years' experience working on historic windows and a staff that has worked contiguously with the company over that period or hire subcontractors with this required experience.
- ☐ Contractor must have experience working with and managing multiple sub-contractors to accomplish project goals. Contractor shall submit all potential and on-boarded sub-contractors for this requirement.

C. DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the COTR.

CLIN	Description	Completion Date
1	Perform Historic Restoration of front steps	June 4, 2018
2	Provision and Install matching, historically appropriate	June 4, 2018

	railings on front steps	
3	Provision and Install custom fit blind material on windows	June 4, 2018
4	Renovate First Floor Office	June 4, 2018
5	Replace ground uplights to highlight historic facade	June 4, 2018
6	Repair large historic transom window	June 4, 2018

D. CONTRACT ADMINISTRATION DATA

D.1 Project Manager/COTR:

Barry Margeson
 Realty Program Specialist
 Department of General Services
 2000 14th Street, NW | 8th Floor | Washington, DC 20009
 Tel: (202) 689-4031 | Email: barry.margeson@dc.gov

D.2 Period of Performance:

The contract term shall be for a period of three (3) months from March 5, 2018 to June 1, 2018.

D.3 Contract Type:

This is lump-sum price contract. The awarded Contractor shall provide all labor, supervision, management, administrative support, materials, permits and other supplies and services necessary to successfully perform services as required in the Scope of Work.

E. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR QUOTERS

E.1 Procurement Schedule:

- 1) **Issue Date:** Solicitation published Monday, February 5, 2018.
- 2) **Pre-Bid Conference & Site Survey:** Site Visit and Pre-Bid Conference shall be held on **February 8, 2018 at 2:00 p.m.** at **Eastern Market** located at **225 7th St SE, Washington, DC 20003.**
- 3) **Questions Due Date:** All questions concerning this solicitation shall be submitted electronically by **February 9th, 2018 at 12:00 pm** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov. All answers to questions shall be provided by form of Addendum to interested Bidders.

- 4) **Registration:** Offerors must register at the designated web address displayed on The Department of General Services website at <https://dgs.dc.gov/> on **February 14th, 2018**. Registration **opens at 11:00 a.m. and closes at 3:00 p.m.**
- 5) **Proposal Due Date:** Proposal shall be submitted electronically by **February 22nd, 2018 by 12:00 p.m.** to: Brian Carter, Contract Specialist, via email at brian.carter@dc.gov.
- 6) **Presentation Date and Time:** Presentations shall be held on **February 28th, 2018 at 10:00 a.m.** in the 2nd floor “Community Room” at the Reeves Center, 2000 14th St. NW, Washington, DC 20009.

Note: The Contract will be awarded immediately following the final presentation and feedback provided by the Judges Panel. Contractors are strongly encouraged to be present for feedback and contract award.

E.2 General Requirements:

Proposal shall comply with all requirements.

- 1) **Proposal Package:** Offeror’s Proposal Package shall contain include at a minimum the following:
 - a. Transmittal Letter -
 - The Offeror’s full legal name, address and phone number;
 - Identification of the Offeror’s authorized representative: title, phone number and email address;
 - Description of the Offeror’s organization;
 - A statement affirming the Offeror’s acceptance of the contract provisions as described within the solicitation; and
 - The Offeror’s authorized representative signature.
 - b. Proposal -
 - The proposals shall include a table of contents providing the page numbers and location for each section of the Offeror’s proposal;
 - The **proposal and attachments** shall all be grouped into one file (**Adobe PDF**) **not to exceed 20 pages**.
 - The proposals shall be **single-sided and shall not exceed 10-pages**, size 12 font with at least 1-inch margins.
 - The proposal should include a technical approach, with proposed deliverable milestones for 30, 60, and 90 days.
- 2) **Bidder Form:** Bid Form (**Attachment G.1**) shall be submitted on time by the Due Date and shall **not** be altered by the Bidder(s).

- 3) **Tax Certification Affidavit:** Each Bidder shall submit a completed and typed Tax Affidavit (*Attachment G.3*). In order to be eligible for this procurement, Bidders must be in full compliance with their tax obligations to the District of Columbia government.
- 4) **Page Count, Font Style and Size, Margins:** Proposal page count **shall not exceed 10 pages**. Font must be no smaller than size 10 New Times Roman or Ariel font and margins must not be smaller than 1-inch (Total proposal page count does not include attachments.) Any proposals over 10 pages will be redacted and will not be reviewed.
- 5) **Attachments:** Proposal attachment page count **shall not exceed 10 pages**. (Total attachment count is not **inclusive of Section G Attachments**.)

E.3 Proposal Requirements and Evaluation Criteria:

i. DC Resident Inclusion (5)

Offeror shall identify employees that are currently residents of the District of Columbia that shall perform services under the contracts period of performance.

ii. Presentation (20)

Offeror shall present relevant information and materials referencing the fulfillment of the requirements within the solicitation. The offerors presentation shall be evaluated subjectively based on observation of measurable facts, interpretations, points of views presented to judges panel. Offerors will be evaluated based on presentation content:

- (i) Project Management Approach
- (ii) Relevant Experience
- (iii) Description of each activity and expected requirements of HPRB

iii. Price Reasonable (25)

The offerors proposed price shall be evaluated in comparison to the Independent Government Cost Estimate to be considered “fair and reasonable. The price evaluation will be objective. The offeror must submit a price for all line items

iv. Proposal – Technical Approach (25)

Offerors are required to describe how the Contractor intends to perform the requirements as described in solicitation. Offerors shall consider industry best practices, the Districts business requirements and objectives

as they relate to the technical approach. Offerors will be evaluated based on:

- (i) Project Management Scheduling
- (ii) Incorporation of CBE Community into Project Scope

v. Proposal - Relevant Experience (25)

The Department desires to engage a Contractor with the qualified experience necessary to realize the objectives set forth in the solicitation. Offerors will be evaluated based on:

- (i) Execution of similar work as well as the quality of the work with consideration to timeliness and technical success.
- (ii) Size and complexity of past projects and degree of conformance to government mandates.
- (iii) Past Performance Evaluation Forms provided by Contractor's past clients (***Attachment G.2***)
- (iv) Offerors shall provide detailed descriptions of no more than three (3) contracts that best illustrate the firm's experience and capabilities performing work similar in size and scope and relevant to this project as described in the solicitation. On each project description, please provide all of the following information in consistent order:

1. Name of the client
2. Title and description of the project
3. Contract number
4. Total dollar amount of the contract
5. The contract's period of performance
6. Name, title, telephone number and email address of the contact person.

E.4 Presentation Requirements

Presentation shall comply with all requirements listed below:

- 1) Presenters shall have all materials required to present upon arrival;
- 2) Presentation **shall not** exceed five (5) minutes;
- 3) Presentation breakdown shall include; **Brief Introduction, Qualifications & Experience, Project Management Approach, Pricing, and possible District Resident inclusion;**
- 4) Presenters shall have a **visual presentation (Microsoft PowerPoint) and 20 printed copies of presentation** for Judges Panel.

- 5) Presenters shall prepare for a five (5) minute follow-on questions and answers period with the Judges Panel.

F. EVALUATION FACTORS FOR AWARD

All awards are based on the contractors' submitted proposal, qualifications and presentation. The contract will be awarded to the responsible Offeror(s) whose offer is most advantageous to the District, based upon the evaluation criteria specified below.

F.1 RATING SCALE

- 4 = Excellent - Exceeds Requirements
- 3 = Above Average - Marginally Exceeds Requirements
- 2 = Average - Meets Minimum Requirements
- 1 = Below Average - Fails to Meet Minimum Requirements

G. ATTACHMENTS

G.1 Bidder Form

G.2 Past Performance Evaluation Forms

G.3 Tax Certification Affidavit

G.4 Site Plan

G.5 List of Certified Cathedral Stone Applicators

G.6 Photo Exhibits A - F