

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



**D.C. DEPARTMENT OF GENERAL SERVICES
REQUEST FOR PROPOSALS**

**RENOVATION OF FEMS ENGINE COMPANY NO. 15
TRAINING AREA**

OPEN MARKET

Issue Date: February 12, 2014

Pre-Proposal Conference: February 18, 2014 at 11:00 a.m.
and Site Visit

FEMS Dept. Engine Company No. 15
2101 14th Street, SE,
Washington, DC 20020

Proposal Due Date: March 10, 2014 by 2:00 p.m.

Delivery of Proposals: Department of General Services
Contracts & Procurement Division
2000 14th Street NW - 8th Floor
Washington, DC 20009

Contact: Danyel Riley
Contract Specialist
Contracts & Procurement Division
2000 14th Street NW - 8th Floor
Washington, DC 20009
Phone: (202) 741-0941
Email: danyel.riley@dc.gov

Solicitation Number: DCAM-14-CS-0093

EXECUTIVE SUMMARY

The Department of General Services (“Department”) is issuing this Request for Proposals (“RFP”) to engage a contractor to provide construction services for the Renovation of Fire and Emergency Medical Services Department (FEMS) Engine Company 15 Training Area, located at 2101 14th Street, SE, Washington, DC 20020 in accordance with the construction Drawings and Specifications, and the Electrical Special Provisions.

Engine Company 15 is an emergency fire and medical response facility. Fire fighters, EMS personnel, and their respective support teams are housed in the facility while on duty twenty-four hours a day, seven days a week. The building also contains their response vehicles and equipment in a continuously ready state. It is imperative that business operations and activities in the services area are not disrupted.

The price range for this project is \$750,000 - \$900,000.

A.1 Form of Contract:

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

A.2 Contractor’s Compensation:

Offerors shall provide an Offer Letter (**Attachment B**) and a lump sum price. The lump sum price will 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, including, but not limited to, labor, materials, trade subcontractor costs, general conditions, insurance and bonding, home office overhead and profit. The lump sum price shall also include sufficient funding for items that are not specifically identified on the drawings (**Attachment A**) but which are reasonably inferable therefrom.

A.3 Procurement Schedule:

The schedule for this procurement is as follows:

- Issue RFP - February 12, 2014
- Pre-proposal Conference & Site Visit - February 18, 2014 at 11:00 a.m.
- Last Day for Questions/Clarifications - February 21, 2014 Close of Business
- Proposals Due - March 10, 2014 at 2:00 p.m.
- Notice of Award - TBD

A.4 Attachments:

- Attachment A** - Drawings and Specifications (See Section B.2)
- Attachment A1**- Electrical Special Provisions
- Attachment B** - Form of Offer Letter
- Attachment C** - Disclosure Statement
- Attachment D** - Tax Affidavit
- Attachment E** - Davis-Bacon Wage Rate
- Attachment F** - Bid Guaranty Certification
- Attachment G** - Subcontracting Plan Form
- Attachment H** - 2010 Living Wage Act Notice and Fact Sheet
- Attachment I** - First Source Agreement Form
- Attachment J** - Form of Contract

SECTION B
SCOPE OF WORK

B.1 Scope of Work:

In general, the selected Contractor shall be required to provide all labor, tools, equipment and materials necessary to perform the work called for in the drawings and specifications for the renovation of FEMSD Engine Company 15 training area located at 2101 14th Street, SE, Washington, DC 20020.

The Work consists of a total demolition of the existing parking area, retaining wall, fence and gate, adjacent sidewalk, curb and gutter, and driveway apron. The Contractor shall furnish and install various project-related items to include, but not limited to: new concrete, brick pavers, gate (with loop detector and automated controls), fencing, retaining wall, and site lighting in the Fire and Emergency Medical Services (FEMS) Department's Engine Company No. 15 Training Area. The Project area is approximately 20,000 square foot.

To the extent there is an inconsistency between the drawings and specifications, the Contractor shall be required to provide the more expensive requirement. Prior to submitting its proposal, each Offeror shall carefully review the drawings and specifications and shall bring any inconsistency or error in the drawings and specifications to the attention of the Department in writing. To the extent that a competent Contractor could have identified any such inconsistency or error, such inconsistency or error shall not serve as the basis for a change order and the Contractor shall assume the risk of such inconsistency or error.

B.2 Drawings and Specifications:

DGS Specifications and Drawings are not physically attached herewith, but are available for purchase at Blue Boy Imaging, 214 L Street, NE, Washington, D. C. 20002 - Phone: (202) 265-0272 Fax: (202) 986-0172. The cost of the Specifications and Drawings hard copy package is as follows:

- Full Size Drawing - \$42.00
- Full Set of Specifications - \$100.00
- Project CD-ROM - \$75.00

The Contractor shall perform the work in accordance with the drawings listed below.

TABLE OF CONTENTS	
RENOVATION OF FEMSD ENGINE COMPANY 15 TRAINING AREA	
Plan No.	Plan Name
GENERAL	
CS-01	COVER
CIVIL	
C1.00	EXISTING SITE CONDITION PLAN
C2.00	SITE DEMOLITION PLAN
C3.00	SITE IMPROVEMENT PLAN
C3.01	PROPOSED GRADING PLAN
C3.02	SITE UTILITY PLAN
C3.03	BIORETENTION NOTES
C3.04	BIORETENTION DETAILS
C3.05	SITE DETAILS-1
C3.06	SITE DETAILS-2
C3.07	SITE DETAILS-3
C3.08	RETAINING WALL AND FENCE DETAILS
C3.08A	RETAINING WALL AND FENCE DETAILS
C3.09	RETAINING WALL PROFILES
C3.10	STORM DRAIN PROFILES
C3.11	CONCRETE PAVEMENT JOINT LAYOUT
C3.12	RECORD DRAWING SHOWN UTILITY CONNECTIONS TO THE BLDG.
C3.13	TRAFFIC CONTROL PLAN
C4.00	EROSION & SEDIMENT CONTROL NOTES
C4.01	INITIAL EROSION & SEDIMENT CONTROL PLAN
C4.02	FINAL EROSION & SEDIMENT CONTROL PLAN
C4.03	EROSION & SEDIMENT CONTROL DETAILS-1
C4.04	EROSION & SEDIMENT CONTROL DETAILS-2

ELECTRICAL	
LT-01	LEGENDS & GENERAL NOTES
LT-02	LIGHTING & GATE PLAN
LT-03	LIGHTING CABLE SCHEMATIC PLAN
LT-04	SUMMARY TABLES
LT-05	LIGHTING & GATE DETAILS-1
LT-06	LIGHTING & GATE DETAILS-2
LT-07	LIGHTING & GATE DETAILS-3

B.3 Construction Hours:

All work shall be performed during the normal business hours (between 7:00 am to 5:30 pm) Monday through Friday, except District Government holidays, and/or otherwise allowed by District and authorities having jurisdiction. Work shall be scheduled and coordinated with DGS and the Fire and Emergency Medical Services Department (FEMSD).

B.4 Personnel:

At a minimum, the Contractor’s key personnel shall include: (i) the Project Executive; (ii) the Field Superintendent; (iii) the Project Manager; and (iv) a Safety Manager. The key personnel shall have the necessary experience and licenses to perform the required work. The Contractor shall provide resumes and availability for all key personnel assigned to this project.

B.5 Licensing, Accreditation and Registration:

The Contractor and all of its subcontractors and sub-consultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

B.6 Conformance with Laws:

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

B.7 Software Requirements:

B.7.1 PROLOG Software Interface Requirements – The District shall provide the Contractor with access to the DGS Prolog Project Management software. The Contractor shall be responsible for using Prolog to execute selected contract document requirements in coordination with the Project Manager.

B.7.2 Scheduling Software Requirement – The Contractor shall use Primavera 6 Prolog to prepare and submit any and all schedules required for this project.

B.8 Davis-Bacon Act:

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

B.9 Apprenticeship Act:

The Apprenticeship Act shall apply to this contract and the Contractor and all of its trade subcontractors shall be required to comply with that act. In addition, thirty-five percent (35%) of all apprentice hours worked on the Project shall be worked by District residents.

B.10 Time is of the Essence:

Time is of the essence with respect to the contract. The project shall be substantially completed within Fifty (50) calendar days from the date specified in the written Notice to Proceed (NTP) and 100% completed within Ten (10) calendar days thereafter. As such, the Contractor shall dedicate such personnel and other resources as necessary to ensure that the Project is completed on-time and in a diligent, skilled, and professional manner.

B.11 Concrete Improvement Requirement

If new concrete improvements are scheduled to be installed in outside temperatures below 45 degrees Fahrenheit (45°F), the Contractor shall obtain written approval from the Project Manager and submit a Cold Weather Provisions Plan for the concrete installation (i.e., blankets, admixtures, etc.).

B.12 Project Schedule

The Contractor shall submit a detailed project schedule demonstrating how the key milestones listed below will be achieved.

RENOVATION OF FEMSD ENGINE COMPANY 15 TRAINING AREA	
Calendar Days After NTP EC 15	Key Milestones
3	Mobilization and Submittals
20	Utility modifications and SOG
45	Gate & Lighting Improvements
50	Substantial completion
60	Total completion

SECTION C

ECONOMIC INCLUSION

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

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

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

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

C.2 SLDBE Participation:

C.2.1 Mandatory Subcontracting Requirement

C.2.1.1 The Department requires significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having an owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone.

C.2.1.2 Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the project. In addition, 35% must be awarded to entities that are certified as Small Business Enterprises (SBEs) by the District of Columbia Department of Small and Local Business Development and 20% to entities that are certified as Disadvantaged Business Enterprises (DBEs). A business certified in more than one (1) category shall count towards all applicable goals for which it is certified; for example, a business certified as a Local, Small and Disadvantaged Business Enterprise shall count towards all three (3) requirements.

C.2.1.3 A prime contractor which is certified as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections C.2.1.1 and C.2.1.2. Offerors shall submit the Subcontracting Plan Form included as **Attachment G** with the Utilization Plan.

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

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

C.3.2 First Source Employment Agreement Requirements. The Offeror shall comply with subchapter X of Chapter II of Title 2, and all successor acts thereto, including by not limited to the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$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") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 35% of apprentices and trainees employed must be residents of the District registered in a program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

SECTION D

EVALUATION AND AWARD CRITERIA

D.1 Selection Criteria:

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

- Relevant Experience and Capabilities (40 points)
- Key Personnel (20 points)
- Project Management Plan & Schedule (15 Points)
- LSDBE Compliance/Utilization (5 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 submissions are 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.4.1 Length of Oral Presentation

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

D.4.2 Schedule

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

D.4.3 Offeror Attendees

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

D.4.4 Topics

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

D.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 will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor whose proposal conforming to the solicitation is deemed most advantageous to the District.

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 Office 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

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

E.1 Submission Identification:

Submissions shall be proffered in an original and five (5) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: **"Renovation of FEMS Engine Company No. 15 Training Area."**

E.2 Delivery or Mailing of Submissions:

Submissions shall be delivered or mailed to:

Department of General Services
Attn: Danyel Riley
2000 14th Street, NW 8th Floor
Washington, D.C. 20009
Phone: (202) 741-0941

E.3 Date and Time for Receiving Submissions:

Submissions shall be received no later than 2:00 pm local time on **March 10, 2014**. The Offeror assumes the sole responsibility for timely delivery of its submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror:

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized in two (2) separate volumes as follows:

E.5 Technical Proposal Section – Volume I

E.5.1 Executive Summary

Each Offer shall provide a summary of no more than three (3) pages of the information contained in the following sections.

E.5.2 General Information and Firm(s) Data

Each Offeror shall provide the following information for the Contractor and each of its subcontractors.

- A. Name(s), address(es), and role(s) of each firm (including all sub-contractor)
- B. Firm profile(s), including:
 - i. Age
 - ii. Firm history(ies)
 - iii. Firm size(s)
 - iv. Areas of specialty/concentration
 - v. Current firm workload(s) projected over the next year
 - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list shall also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

E.5.3 Disclosure Form

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

E.5.4 Relevant Experience and Capabilities (40 Points)

The Department desires to engage a Contractor with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on projects the Offeror has worked on in the last five (5) years that are similar to this project. For purposes of this paragraph, similar shall mean: (i) construction of concrete areas for large, heavy vehicles including, but not limited to fire trucks, and commercial buses; (ii) construction of poured-in-place concrete structures with at least 6-8 inch thick, reinforced slabs (iii) construction of projects that meet or exceed D.C. Department of Transportation standards and specifications dated 2009; (iv) knowledge of, and access to, the local subcontracting market; and (v) knowledge of and experience working with local regulatory agencies and Code Officials, specifically the D.C. Department of Transportation and PEPCO. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture.

A. The Offeror shall submit detailed descriptions of no less than three (3) projects and no more than five (5) that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:

- Project name and location;
- Name, address, contact person and telephone number for owner reference;
- Description of the work performed by the Offeror; including comparisons to the work of this solicitation and Offeror's role on the project;
- Completed size in SF;
- Time period of the construction;
- Identification of personnel involved in the selected project who are proposed to work on this project; and
- Award and final construction cost (provide actual figures for completed projects). Address items such as timeliness of completion of project and cost control; and whether the project was delivered on-time and on-budget.

E.5.5 Key Personnel (20 Points)

Offerors shall assign senior personnel to this Project who has 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. Proposals should 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. The Offeror shall provide resumes for the aforementioned key personnel. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element.

Offerors shall 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.5.6 Project Management Plan & Schedule (15 Points)

Offerors shall to submit a Project Management Plan & Schedule. The Project Management Plan should clearly explain how the contractor intends to manage and implement the Project. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should: (i) identify the key personnel and their specific roles in managing the Project; (ii) describe the key challenges inherent in this Project and explain how they will be overcome or mitigated.

Offerors shall submit with their Project Management Plan a schedule that shows the anticipated manner in which the Project will be constructed. The schedule shall show 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 demonstrate how the key milestones listed below will be achieved.

RENOVATION OF FEMSD ENGINE COMPANY 15 TRAINING AREA	
Calendar Days After NTP EC 15	Key Milestones
3	Mobilization and Submittals
20	Utility modifications and SOG
45	Gate & Lighting Improvements
50	Substantial completion
60	Total completion

E.5.7 LSDBE Compliance/Utilization (5 Points)

The District desires the selected Contractor to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors shall submit a LSDBE Utilization Plan that proposes how it intends to meet this goal. This element of the evaluation is worth up to five (5) points.

E.6 Price Proposal Section – Volume 2

E.6.1 Price (20 Points)

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

E.6.2 Tax Affidavit

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

E.6.3 Bid Guaranty Certification

Each Offeror shall submit the Bid Guaranty Certification substantially in the form of **Attachment F**.

E.6.4 Subcontracting Plan Form

Each Offeror shall submit the Subcontracting Plan Form substantially in the form of **Attachment G**.

SECTION F
BIDDING PROCEDURES & PROTESTS

F.1 Contact Person:

For information regarding this RFP please contact:

Danyel Riley
Contract Specialist
Department of General Services
2000 14th Street, NW, 8th Floor
Washington, D.C. 20009
Phone: (202) 741-0941
danyel.riley@dc.gov

F.2 Mandatory Pre-Proposal Conference and Site Visit:

A pre-proposal conference and site visit will be held on **February 18, 2014** at 11:00 am at Engine Company 15, located at 2101 14th Street, SE, Washington DC 20020. Interested Offerors are required to attend.

F.3 Explanations to Prospective Offerors:

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

The deadline to submit questions regarding this project is close of business on **February 21, 2014**. Questions shall be directed to Danyel Riley at the email address listed in Section F.1. 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 bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award:

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

F.6 Retention of Submissions:

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

F.7 Examination of Submissions:

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

F.8 Late Submissions/Modifications:

- A. Any submission or best and final offer received at the Department designated in this RFP after the exact time specified for receipt will not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.

- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this RFP to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than one hundred twenty (120) days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions:

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

F.10 Rejection of Submissions:

The Department reserves the right, in its sole discretion:

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

F.11 Limitation of Authority:

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

SECTION G

INSURANCE REQUIREMENTS

G.1 Required Insurance:

GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance to the Chief Contracting Officer giving evidence of the required coverage either before or after contract award but before work commences. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed; have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher or a Moody's rating of Aa2 or higher. The Contractor shall require all subcontractors to carry the same insurance required herein or the Contractor may, at its option, provide coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All policies (excluding Workers' Compensation and Professional Liability, if applicable) shall name the District as an additional insured with respect to work or services performed under the Contract. All policies shall provide that the insurance coverage provided hereunder will be primary and noncontributory with any other applicable insurance. All policies shall contain a waiver of subrogation in favor of the District of Columbia. In no event shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) has been furnished. All policies shall provide 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.1.1 Certificate of Insurance Requirement: The policy description on the Certificate of Insurance form shall include the District as an additional insured and a waiver of subrogation in favor of the District.

G.1.2 Commercial General Liability Insurance: The Contractor shall provide evidence satisfactory to the Chief Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 per aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

G.1.3 Automobile Liability Insurance: The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of the contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The policy coverage shall be primary and non-contributory and shall include the District of Columbia as an additional insured.

G.1.4 Workers' Compensation Insurance: The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

G.1.5 Employers' Liability Insurance: The Contractor shall provide employers' liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$5000,000 for policy disease limit.

G.1.6 Umbrella or Excess Liability Insurance: The Contractor shall provide umbrella or excess liability insurance as follows: \$2,000,000 per occurrence, with the District of Columbia as additional insured.

G.1.7 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.1.8 Duration: Except as provided in G.1.7, 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.1.9 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 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:

Danyel Riley
Contract Specialist
Department of General Services (DGS)
2000 14th Street, N.W. – 8th Floor
Washington, D.C. 20009
Telephone: (202) 741-0941
E-mail: danyel.riley@dc.gov

SECTION H

BONDS

H.1 Bid Bond

Offerors are required to submit with their proposal a bid bond in the amount of \$41,654.00. 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. Alternatively, Offerors may submit a cashier's check or an irrevocable letter of credit in lieu of a bid bond. However, in the event an Offeror who is awarded the contract fails to post a payment and performance bond for the full value of the contract, The Offeror shall forfeit the full amount of the cashier's check or letter of credit, and the District shall collect such funds as liquidated damages. If the Offeror chooses to submit a cashier's check or an irrevocable letter of credit in lieu of a bid bond, The Offeror must complete and notarize the Bid Guaranty Certification included as **Attachment F** with the Offeror's proposal. Letters of credit must be: (i) unconditional and standby; (ii) irrevocable; (iii) issued by a FDIC insured institution that is reasonably acceptable to DGS; and (iv) able to be drawn on in the Washington, DC metropolitan area. The letter of credit shall provide that it may be drawn upon if the holder of the letter of credit submits a signed statement by DGS's Contracting Officer stating that the Offeror has failed to enter into a contract consistent with the terms of this procurement and the Offeror's submitted bid.

H.2 Contractor's Payment and Performance Bond

The Contractor shall be required to post 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.

H.3 Subcontractor's Payment and Performance Bond

Subcontractor shall be required to post payment and performance bonds, each having a penal value equal to 100% of the subcontract 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.