



Washington Convention and Sports Authority  
801 Mount Vernon Place, NW  
Washington, DC 20001

**PROGRAM MANAGEMENT SERVICES  
REQUEST FOR PROPOSAL (RFP)**

**APEX BID # 16-S-002-294**

The Washington Convention and Sports Authority (t/a Events DC) is soliciting proposals from qualified firms to provide Program Management Services. Interested parties can view a copy of the RFP by accessing Event DC's e-procurement website at [www.wcsapex.com](http://www.wcsapex.com).

**Key Dates**

Issued: **November 30, 2015**  
Amended: **December 3, 2015**  
Proposal Due Date: **December 30, 2015 by 3:00 p.m.**  
Preproposal Conference: **December 9, 2015 at 10:30 a.m.**

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## **SECTION A – PROJECT INTRODUCTION**

### **Executive Summary**

The Washington Convention and Sports Authority t/a Events DC (“Events DC”) is issuing this request for proposals (“RFP”) for program management consulting services to assist Events DC in managing the development and construction of a new, state-of-the-art, LEED certified approximately 5,000 seat, multipurpose sports, entertainment, and cultural complex (the “Project”) on the St. Elizabeths East Campus. Events DC anticipates that the selected Program Manager will assist Events DC in managing the design, entitlement, construction and completion of the Project. The current anticipated schedule for the Project is detailed in Section A.7 below.

### **A.1 About Events DC**

Events DC is an independent authority of the government of the District and a corporate body that has a legal existence separate from the District. Events DC was created in October 2009 when the District of Columbia Sports and Entertainment Commission was merged into the Washington Convention Center Authority.

Events DC has the responsibility to, among other things, promote, develop and maintain the District as a location for convention, trade shows, meetings, concerts, sporting and entertainment events, and other special events. In that regard, it owns, manages and/or operates the Walter E. Washington Convention Center, the Carnegie Library, Robert F. Kennedy Stadium, the non-military portions of the District of Columbia Armory, and Nationals Ballpark.

Events DC is governed by a 12 member Board of Directors appointed in accordance with D.C. Official Code Section 10-1202.05. Its day-to-day operations are managed by its President/Chief Executive Officer, who is employed by, and reports to, the Board of Directors. Events DC is comprised of two primary divisions: the Convention Center Operations Division and the Sports, Entertainment and Special Events Division.

### **A.2 The Project**

The Project is to be constructed on approximately 3.8 acres that is part of the St. Elizabeths East Campus and designated under the District’s Zoning Code as Parcels StE-12 and StE-9 (the “Property”). It is anticipated that the District will ground lease the Property to Events DC. The District will also be responsible for the demolition of the structures currently on the Property and the delivery to Events DC of the Property in a clean, safe and adequate condition for construction of the Project at grade (and any below grade work necessary to support the at grade construction), and with all necessary infrastructure, including, without limitation, pedestrian and vehicular access, utilities, lighting, wayfinding and parking. The District will be responsible for undertaking any environmental or other remediation necessary to deliver the Property to Events DC in a clean, safe and adequate condition for at grade construction.

Events DC will undertake the design and construction of the Project which will serve as a practice/training facility for the Washington Wizards basketball team; an arena and practice/training facility for the Washington Mystics basketball team and other sporting teams, such as a NBA Development League team associated with the Washington Wizards; and an entertainment/concert venue for third party arts and cultural events and community based events.

Overall, the objective for this Project is to develop a facility that will serve as a catalyst for the St. Elizabeth's campus—namely a facility that will attract spectators, fans and business onto the campus. The facility must serve as more than just a sports and training facility. It must also function as an entertainment venue that is can attract significant events, and the design must accomplish all three needs (entertainment, training facility and sports venue) in a seamless, attractive and logical way. Offerors should include in their proposals a robust discussion of their experience in accomplishing such a task and in the Project Management Plan the manner in which they would approach this project.

As the schedule set forth in Section A.7 below indicates, one of the first tasks that the selected Program Manager will assist Events DC with is the negotiation of a detailed program that will provide further detail regarding the required elements of the Project and their interrelationship.

### **A.3 Project Staffing**

Events DC lacks a full-time development staff necessary to implement this Project and expects that the selected Program Manager will serve as the primary member of its development team responsible for day-to-day management of the Project. Based on consultations with its advisors, it is believed that it will require approximately 4,000 hours per year to properly manage the Project. Events DC anticipates that the most likely approach to this Project will consist of a Principal-in-Charge on a 25% to 50% basis supported by one full (or nearly full) time project manager and that these individuals will be augmented on as needed basis from specialists such as estimators, schedulers, engineers and other professionals. The Principal-in-Charge will need to devote at least 25% of his or her time to this engagement. Events DC will consider alternative staffing proposals if an Offeror believes an alternate approach is preferable. The selected Program Manager will be expected to meet or exceed the participation goals for certified business enterprises discussed in this RFP.

**The selected Program Manager will be subject to liquidated damages for the reassignment of any Key Personnel, including the Principal-in-Charge and the primary Program Manager.** Additional details regarding such liquidated damages are provided in the Form of Contract which is at **Attachment C**.

### **A.4 Compensation**

As is more fully described in the Form of Contract, Offerors should quote a fixed fee to complete the Project, which fee shall cover all of the staff and resources necessary to discharge the Basic Services described in the Form of Contract, including, but not limited to, the Principal-in-Charge, the primary project manager for the Project and the supporting staff necessary for estimating, scheduling and monitoring CBE compliance. In addition to the quoted fixed fee, Offerors should

provide hourly rates for each of the proposed Core Staff Members as well as for supporting personnel. For purposes of evaluation, each Offeror should quote hourly rates for the support personnel noted on the Bid Form. Offerors shall provide with their cost proposal a narrative outlining the level of effort and resource allocations upon which their pricing is based. At a minimum, this should include time commitments and duration for the Core Staff Members as well as an estimate of the supporting resources (i.e. estimating, scheduling, design review consultants, CBE monitoring, etc.) that will be required to fully discharge the Basic Services. The Form of Contract will provide additional requirements with regard to personnel that are not assigned and physically located at the project site.

Offerors should submit with their proposal a fully completed Bid Form in substantially the form of **Attachment A** on the Offeror's letterhead that includes the monthly fixed prices and hourly rates for each portfolio.

Events DC will not provide office space, furniture, phone and data service for Program Manager's Core Staff members. The selected Program Managers shall be required to provide computers, including networks, and all other supplies. With the exception of those reimbursable expenses that are allowable under the Form of Contract (principally reproduction costs for drawings and out-of-town travel, etc.), the quoted prices shall be the Offeror's sole source of compensation and should be sufficient to the Offeror's overhead, profit and all other costs incurred by the Offeror.

#### **A.5 Form of Contract**

The Form of Contract that Events DC anticipates will be used to engage the selected Program Manager is set forth at **Attachment C**. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. An Offeror shall be required to accept any provision for which requested changes are not specifically identified and described in the Offeror's proposal.

#### **A.6 Utilization of Local Businesses**

Events DC has established significant economic inclusions goals for this Project. Over and beyond the statutory requirements set forth the *Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014*, Events DC is requiring that: (i) at least fifty percent (50%) of the work will be performed by firms that are certified by the Department of Small and Local Business Development ("DSLBD").

In general the *Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014* requires that: (i) if the contract is awarded to an entity that is not a certified Small Business Enterprise ("SBE"), 35% of the contracting effort must be subcontracted to SBEs; or (ii) if the contract is awarded to a certified SBE, the SBE must perform 35% of the contracting effort

with its own staff and, if it subcontracts, 35% of the subcontracts must be awarded to SBEs. Refer to Section 2-218.46 of the District of Columbia Code for more details.

## **A.7 Selection Criteria**

Proposals will be evaluated in accordance with **Part C** of this RFP. The following evaluation criteria will be used for the proposals:

- Proposal, Experience & References (20 points)
- Key Personnel (25 points)
- Program Management Plan (25 points)
- Cost (20 points)
- CBE Utilization Plan (10 points)

## **A.8 Procurement Schedule**

The schedule for this procurement is as follows:

- |   |                             |
|---|-----------------------------|
| • Issue RFP                             | - November 30, 2015         |
| • Pre-proposal Conference               | - December 9th at 12:00 pm  |
| • Last Day for Questions/Clarifications | - December 14, 2015         |
| • Proposals Due                         | - December 30, 2015         |
| • Interviews                            | - January 14, 15 & 18, 2016 |
| • Board Approval                        | - TBD                       |
| • Notice of Award                       | - TBD                       |

## **A.9 Project Schedule**

The preliminary project schedule is as follows:

- |  |                                       |
|--|---------------------------------------|
| • Issue RFP for Architect/Engineer                         | - December 2, 2015                    |
| • Engage Program Manager                                   | - TBD                                 |
| • Issue RFP for Construction Manager                       | - TBD                                 |
| • NTP for Architect/Engineer                               | - TBD                                 |
| • NTP for CM Preconstruction                               | - TBD                                 |
| • Programming/Scope Reconciliation<br>with Wizards/Mystics | - mid-February 2016 to March 31, 2016 |
| • Concept Design Complete                                  | - April 30, 2016                      |
| • Demolition Completed by DC<br>Government (DGS)           | - July 1, 2016                        |
| • Schematic Design Complete                                | - July 30, 2016                       |
| • Design Development Complete                              | - October 15, 2016                    |
| • Land Use/Entitlements<br>(Exact Process TBD)             | - Fall 2016                           |



- Land Use Approvals - December 31, 2016
- Permit Set - January 31, 2017
- Trade Bidding - February 2017
- Commence Foundation to Grade Work - Early March 2017
- GMP Negotiations - March 2017
- NTP for Construction - April 15, 2017
- Roadway Infrastructure Work - August 15, 2018
- Completed by DC Government (DGS)
- Substantial Completion - Labor Day 2018

#### **A.10 Attachments**

The following documents can be found under the “Attachment” Tab of the APEX BID:

<b>Attachment A</b>	<b>Offeror Letter/Bid Form</b>
<b>Attachment B</b>	<b>Disclosure Statement</b>
<b>Attachment C</b>	<b>Form of Contract</b>
<b>Attachment D</b>	<b>Service Contract Act Wage Determination</b>
<b>Attachment E</b>	<b>W-9</b>
<b>Attachment F</b>	<b>Tax Certification Affidavit</b>
<b>Attachment G</b>	<b>First Source Employment Agreement</b>
<b>Attachment H</b>	<b>Representations and Certifications</b>
<b>Attachment I</b>	<b>ACH Form</b>
<b>Attachment J</b>	<b>Vendor Quick Reference Guide - Responding to Solicitations in APEX</b>
<b>Attachment K</b>	<b>Standard Contract Provisions</b>

## **SECTION B – GOALS & OBJECTIVES; SCOPE OF WORK**

### **B.1 Goals & Objectives**

The selected Program Manager will be required to achieve the following goals and objectives as well as the other requirements specified in the Form of Contract:

- On-Time Completion: The selected Program Manager is expected to assist Events DC in achieving Substantial Completion of the Project by Labor Day 2018.
- Budget Control: The selected Program Manager shall assist Events DC in managing its budget and ensuring that the Project is delivered in a cost effective manner that is consistent with the Project's approved budget.
- Financial Controls: The Program Manager will be required to develop and implement a plan for financial controls that will allow Events DC to track financial exposures as they arise and whether funds have been committed to cover the exposures. In addition, the Program Manager will be required to maintain financial logs of expenditures, funds committed, and funds approved, other potential exposures, and other such information as may be required by Events DC.
- Coordination with Monumental. Once constructed, the Project will be operated by Events DC; however, the Wizards and the Mystics (owned by Monumental Sports, LLC) will both have certain rights with regard to the facility. A key element of the Project will be managing the interaction between Events DC, the Government of the District of Columbia and the two sports franchises. The Program Manager will be required to assist Events DC in managing these relationships. At all times, however, the Program Manager shall be working for Events DC and shall faithfully serve its interests.
- Economic Inclusion. Events DC has established significant and aggressive goals for including District based businesses and residents in the Project. The selected Program Manager shall be required to assist Events DC in implementing these goals and monitoring compliance with such goals.

### **B.2 Primary Staff & Day-to-Day Operations**

The Program Manager engaged pursuant to this RFP will assist Events DC in overseeing and managing the development and construction of the Project. Among other things, the selected Program Manager will be required to: (i) proactively manage day-to-day oversight of the planning, design and construction of Project on behalf of Events DC so as to identify and resolve issues that could adversely impact the achievement of Events DC's goals and objectives for the Project; (ii) advise Events DC on the scope, schedule, budget, and quality of the work performed by contractors engaged to perform the work; and (iii) be a liaison between Events DC and the any contractors engaged for the Project. It is envisioned that the Program Manager will be required to undertake the following tasks:

**B.2.1** The Program Manager will be required to hold a weekly progress meeting for the Project. The weekly meeting should be attended by the contractors performing the work. The Program Manager will chair the meeting and will be responsible for preparing meeting minutes and action item agendas based on the meeting.

**B.2.2** The Program Manager will be required to provide Events DC with a monthly status report on the Project and its individual elements. The monthly report should be in an agreed upon written format and include a discussion of (i) the Project schedule; (ii) the Project budget; and (iii) Events DC's economic inclusion goals. The monthly report should also include an executive summary that identifies the key issues and actions that must be taken in the next sixty (60) days.

**B.2.3** The Program Manager will be required to maintain a complete set of Project files, including weekly Project meeting minutes; contracts and change orders (including the Program Manager's written recommendations memoranda regarding same); small purchase proposal review, recommendation and approval memoranda; and payment applications and related approval memoranda, drawings and other design documents, O&M manuals, documentation and correspondence related to project administration (correspondence related to schedule, scope, and other claims/disputes). All such information shall be maintained in a database that is reasonably acceptable to and owned by Events DC. For the avoidance of doubt, Offerors are advised that all such work product and the database shall be considered Events DC's property and all such materials shall be considered works made for hire. In principal, a Prolog based system would be acceptable to Events DC.

**B.2.4** The Program Manager will be required to assist Events DC in managing the Project and its contractual relationship with the various contractors working on the Project. Among other things, the Program Manager will review incoming correspondence and prepare draft responses to such correspondence. The Program Manager will also be required to assist in drafting reports and recommendations that may be required by Events DC for its own purposes and/or to address the concerns of other stakeholders. The Program Manager will also monitor the other contractors engaged for the Project to avoid items being specified that will not be in conformance with law, including the Buy American Act, or failing to comply with the applicable requirements of the Davis Bacon Act.

**B.2.5** The Program Manager will be required to review change requests and proposals, make recommendations regarding change requests and other proposals, and assist Events DC in responding to such requests. This will include negotiating changes with the affected contractors and preparing the necessary documents.

**B.2.6** The Program Manager will be required to coordinate the work of contractors that are directly engaged by Events DC. **The Program Manager will be subject to liquidated damages for authorizing work by any contractor without the approval of an authorized contracting officer.**

**B.2.7** The Program Manager will be required to assist Events DC in obtaining construction and other required permits from the Department of Consumer and Regulatory Affairs.

**B.2.8** The Program Manager will be required to maintain, on a current basis, the Project budget. The Project budget should be updated as necessary to reflect the actual financial condition of the Project. An updated Project budget should be included within each monthly report of the Program Manager to Events DC.

**B.2.9** The Program Manager will be required to maintain, on a current basis, the Project schedule in Primavera P6 or equivalent scheduling software. The Project schedule should be updated as necessary to reflect the Project's actual status. An updated project schedule should be included within each monthly report of the Program Manager to Events DC.

**B.2.10** The Program Manager will be required to review monthly payment applications submitted by contractors. The Program Manager shall review these applications for accuracy and completeness and shall make recommendations as to payment.

**B.2.11** The Program Manager will be required to collect and review close-out information for the Project.

### **B.3 Licensing, Accreditation and Registration**

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

### **B.4 Conformance with Laws**

It shall be the responsibility of the Program Manager to perform under the contract in conformance with all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies, including but not limited to the Service Contract Act.

### **B.5 Time is of the Essence**

Time is of the essence with respect to the contract. As such, the Program Manager must dedicate such personnel and other resources as are necessary to ensure that the project is completed on-time and in a diligent, skilled, and professional manner.

## **SECTION C – EVALUATION AND AWARD CRITERIA**

### **C.1 Evaluation Process**

Events DC shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section C** and its sourcing policies.

### **C.2 Technical Panel**

Each submission shall be evaluated in accordance with this **Section C** by an Technical Panel. The Technical Panel shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Technical Panel, the source selection official shall select the Offeror whose submission is determined by the source selection official to be the most advantageous to Events DC.

### **C.3 Oral Presentation**

Events DC intends to interview Offerors; however, Events DC reserves the right not to interview Offerors and to award based solely on the written proposals if Events DC determines, in its sole and absolute judgement, that such is appropriate. If Events DC conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Technical Panel, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Technical Panel 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. The dates that Events DC anticipates interviewing Offerors are set forth in Section A.7.

#### **C.3.1 Length of Oral Presentation**

Each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Technical Panel to assess the presentation and prepare questions. The Offeror will then respond to questions from Technical Panel for no more than 45 minutes.

**Interviews will be held on January 14<sup>th</sup>, 15<sup>th</sup> and 18<sup>th</sup> of 2016. Given the Project's schedule, it will not be possible to defer the interviews, and thus, Offerors should ensure that their key personnel are available to attend interviews on these dates.**

### **C.3.2 Schedule**

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

### **C.3.3 Offeror Attendees**

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for the Project. Each Offeror will be limited to three (3) 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.

### **C.3.4 Topics**

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

## **C.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points.

### **C.4.1 Experience & References (20 points)**

Events DC desires to engage a Program Manager with the experience necessary to realize the objectives set forth in this RFP. Offerors will be evaluated based on their demonstrated experience in: (i) managing comparable development projects; (ii) knowledge of and experience with multi-purpose sports and entertainment facilities; (iii) knowledge and experience in managing multi-stakeholder projects; (v) knowledge of and experience with the District of Columbia regulatory environment; and (vi) management of construction projects as an owner's representative, program manager or similar role. If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty (20) points.

### **C.4.2 Key Personnel (25 points)**

Events DC desires that senior personnel be assigned to this Project who have experience in completing comparable projects on-time and on-budget. The Program Manager will need to include within its team individuals who can manage the programming of both the design and construction process and ensure that it is completed in a timely manner. The availability and experience of the key individuals assigned to this Project will be evaluated as part of this element. The proposal shall address in detail who will be assigned to the Project, when will they be assigned to the Project, what will be their level of effort and what is their experience on comparable projects. This element of the evaluation will be worth up to twenty five (25) points.

### **C.4.3 Program Management Plan (25 points)**

Offerors are required to submit a Program Management Plan. The Program Management Plan should clearly explain how the Program Manager intends to manage the project. The Program Management Plan should address how the Program Manager intends to manage coordination with Events DC and the other contractors Events DC engages for this Project. To this end, the Management Plan shall (x) identify the key personnel and their specific roles in managing the Project; (y) identify how each of the goals set forth in Section B.1 of this RFP will be achieved; and (z) describe the key challenges inherent in this engagement and explain how they will be overcome or mitigated. The Management Plan should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided.

Events DC expects that the Program Manager will serve as the primary development staff for this Project and will serve as the day-to-day point of contact with the architect/engineer and the construction manager. The Management Plan should describe how the Program Manager will accomplish these functions while at the same time keeping Events DC's senior management informed of key issues and providing a workable and meaningful mechanism for Events DC to make key decisions relating to cost, schedule and Project characteristics.

In addition, the Program Manager shall include templates and completed samples of the following that it shall use throughout this engagement and explain how these will be utilized by the Program Manager in managing the Project: (a) weekly project meeting minutes; (b) change order recommendation memorandum; (c) monthly reports; (d) design review procedures and memoranda; and (e) payment application review and approval memo. The Program Manager shall also discuss how these documents have been used by the Program Manager in the past.

Events DC will also consider the experience that the Program Manager and its team members have working together on similar projects. This element of the evaluation is worth up to twenty five (25) points.

### **C.4.4 Cost (20 points)**

Offerors will be required to quote a single fixed fee to provide all of the Basic Services under the Contract as well as fixed hourly rates for supporting staff. In addition, each Offeror must provide a schedule for its Core Staff which shows the level of effort (the number of individuals, their personnel classification) that the Offeror believes will be necessary. This resource schedule will be evaluated for cost reasonableness and to determine whether the Offeror fully understands the Project and has allocated appropriate resources to the Project. Offerors should also provide an estimated budget for services that are likely to be required by supporting staff. This element of the evaluation is worth up to twenty (20) points.

### **C.4.5 CBE Utilization Plan (10 points)**

In addition to the statutory requirements, Offerors are required to submit a CBE Utilization Plan with their proposals that meets the goals set forth in Section A.6. This element of the evaluation is worth up to ten (10) points.

#### **C.5 CBE Preference Criteria: 12 POINTS MAXIMUM**

In addition to the 100 points specified in Section C.4 above, Events DC will allocate a maximum of 12 preference points to qualified vendors in accordance with DC Official Section 2-218.43 as follows:

- (a) 3 points for a small business enterprise;
- (b) 5 points for a resident-owned business;
- (c) 5 points for a longtime resident business;
- (d) 2 points for a local business enterprise;
- (e) 2 points for a local business enterprise with its principal office located in an enterprise zone;
- (f) 2 points for a disadvantaged business enterprise;
- (g) 2 points for a veteran-owned business enterprise; and
- (h) 2 points for a local manufacturing business enterprise.



## SECTION D – SUBMISSION INSTRUCTIONS AND PROPOSAL ORGANIZATION

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

### D.1 Overview Of Submission Instructions

Each Offeror must submit its response to this RFP in both hard copy format and electronically via APEX to be considered for this award. The responses must be prepared in accordance with this RFP.

### D.2 Hard Copy Submission Requirements

(a) Hard copy responses must be typewritten in 12 point font size on 8.5" by 11" paper. E-mail or facsimile proposals will not be accepted.

(b) One (1) original and five (5) copies of the hard copy response must be submitted to:

Washington Convention and Sports Authority  
Office of Contracting and Procurement, East Mezzanine  
801 Mount Vernon Place, NW  
Washington, DC 20001  
Attn: Jayme Hardy

(c) Each Offeror is required to submit the hard copies of its proposal in a sealed envelope this is conspicuously marked with the following: **"Proposal in Response to RFP No. 16-S-002-294 – Program Management Services."**

### D.3 APEX Electronic Submission Requirements

(a) All Offerors must also submit proposals electronically via APEX.

(b) The following APEX Tabs must be accessed by the Offeror and requested information provided:

1. ***Quote Tab:*** Complete all required fields marked with an asterisk (\*);
2. ***Items Tab:*** Enter pricing for all items listed;
3. ***Questions Tab:*** Provide a response for all questions listed;
4. ***Terms and Conditions Tab:*** Confirm acceptance, or acceptance with exceptions, of Events DC's Standard Contract provisions;
5. ***Attachments Tab:*** Upload completed Proposal into this Tab; and

6. **Summary Tab:** Transmit proposal electronically by selecting the “Submit Quote” button.

(c) Further information regarding APEX submissions can be found in the “Vendor Quick Reference Guide - Responding to Solicitations in APEX” found in the Attachments Tab.

(d) You may confirm whether your submission has been successfully transmitted to Events DC by logging into APEX and opening Bid # **16-S-002-294**. *The status will show as “submitted” if the proposal was successfully submitted or “in-progress” if additional action is required.*

#### **D.4 Proposal Due Date**

Proposals are due no later than **3:00 p.m. on December 22, 2015**. The Offeror assumes the sole responsibility for timely delivery of its proposal, regardless of the method of delivery.

#### **D.5 Amendments**

Any amendments to this RFP, including changes in the due date or scope of work, will be issued via APEX and will appear on the “Amendments” Tab of the APEX bid.

#### **D.6 Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8½” 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 as follows:

##### **D.6.1 Bid Form**

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

##### **D.6.2 Disclosure Form**

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

##### **D.6.3 Executive Summary**

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

##### **D.6.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal construction firm and each of its subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) projected over the next six months
  - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Offeror.
  - ii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two years.

#### **D.6.5 Relevant Experience and Capabilities**

- A. List all multi-purpose sports and entertainment facilities projects that the Offeror has worked on in the last 5 years as well as all other projects that are similar to the Project. For purposes of this paragraph, similar shall mean an engagement involvement management of construction projects as an owner's representative, program manager or similar role where the cost of the work exceeded \$35 million. This information may be provided in an overview matrix format or brief list; however, it should include the name and location of the facility, the name of the owner, the time frame of the project, the original budget for the project, and whether the project was delivered on-time and on-budget. If a project was not delivered on-time or on budget, a brief description of the reasons should be provided.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:

- i. Project name and location
- ii. Name, address, contact person and telephone number for owner reference
- iii. Brief project description
- iv. Identification of personnel involved in the selected project who are proposed to work on this project

#### **D.6.6 Project Management Plan**

Each Offeror should submit a Program Management Plan that discusses the key challenges and issues inherent in this engagement and explain how the Program Manager would overcome or mitigate them. The Management Plan should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided by Program Manager to address these key challenges and issues.

#### **D.6.7 Disclosures**

Each Offeror in its proposal response shall:

- (a) Certify in writing that it knows of no conflict between its interests and those of Events DC and it knows of no facts or circumstances that might create the appearance of a conflict between its interests and those of Events DC;
- (b) Disclose whether the Offeror is involved in litigation against Events DC or the District of Columbia;
- (c) Disclose any existing condition or interest which might conflict with the interest, operation or reputation of Events DC; and
- (d) Agree to promptly update Events DC upon learning of facts or circumstances rendering inaccurate these disclosures.

#### **D.6.8 Representations, Certifications and Other Statements**

Each Offeror in its proposal response shall submit:

- (a) A completed W-9 Form;
- (b) A completed Tax Certification Affidavit (form located under the Attachments Tab in APEX); and
- (c) A completed Representations, Certifications, and Other Statements of Offerors form (located under the Attachments Tab in APEX).

#### **D.6.9 Exceptions**

The Offeror shall set forth any exceptions to the RFP or to the form of Contract. Each exception shall be listed separately, followed by a detailed statement explaining the Offeror's justification for the exception. Review and acceptance of an exception and/or modification of the RFP shall be at the sole and absolute discretion of Events DC and shall be final. **Failure of the Offeror to request an exception shall be deemed a waiver of any and all future right to request such an exception.**

## **SECTION E – BIDDING PROCEDURES & PROTESTS**

### **E.1 Contact Person**

For information regarding this RFP please contact:

Jayme Hardy, Senior Contracts and Procurement Analyst  
801 Mount Vernon Place NW  
Washington D.C. 20001

Email: [Jhardy@eventsdc.com](mailto:Jhardy@eventsdc.com)

Phone: (202) 249-3079

Any written questions or inquiries should be sent to Attn: Jayme Hardy at the address above.

### **E.2 Preproposal Conference**

A preproposal conference will be held on December 9<sup>th</sup>, 2015. The conference will be held in the Jarvis Boardroom at the Convention Center. Interested Offerors are strongly encouraged to attend.

### **E.3 Explanations to Prospective Offerors**

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

Requests should be directed to Jayme Hardy at the address listed in Section E.1 no later than the close of business on December 10, 2015. The person making the request shall be responsible for prompt delivery.

### **E.4 Retention of Submissions**

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

## **E.5 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.

## **E.6 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to Events DC may be considered at any time it is received and may be accepted.
- C. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

## **E.7 No Compensation for Preparation of Submissions**

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

## **E.8 Rejection of Submissions**

Events DC 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 Events DC'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.9 Limitation of Authority**

Only Events DC shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract.

## **E.10 Non-Responsive Pricing**

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



## **SECTION F – INSURANCE REQUIREMENTS**

### **F.1 Required Insurance**

The Program Manager selected for the Project will be required to maintain the following types of insurance throughout the life of the contract.

**F.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 Three Million Dollars (\$3,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Three Million Dollars (\$3,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

**F.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Offeror, or its contractors and subcontractors in connection with the Project.

**F.1.3** Errors and omissions insurance with an aggregate limit of Two Million Dollars (\$2,000,000).

**F.1.4** Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

### **F.2 Additional Insureds**

Each insurance policy shall be issued in the name of the Program Manager and shall name Events DC as an additional insured party and shall not be cancelable or reduced without thirty (30) days prior written notice to Events DC.

### **F.3 Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against Events DC and its respective officers, agents and employees.

### **F.4 Insurers**

All insurance shall be placed with insurers that are reasonably acceptable to Events DC. All such insurers shall be licensed/approved to do business in the District of Columbia.

## **SECTION G – SPECIFIC CONTRACT PROVISIONS**

### **G.1 Standard Contract Provisions**

Events DC's Standard Contract Provisions (March, 2011) are an attachment to the Form of Contract included at **Attachment C**.

#### **A. U.S. Department of Labor Wage Determinations**

Offerors shall be bound by the current and applicable Wage Determination No. 2005-2103, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.), for the term of the Contract. If an Option is exercised, the selected Program Manager shall be bound by the applicable wage rate at the time of the exercise. If the Option is exercised and a revised wage determination is applicable for the Option period, the selected Program Manager may be entitled to an equitable adjustment.

#### **B. Freedom of Information Act**

Events DC follows the District of Columbia Freedom of Information Act ("FOIA"), D.C. Code § 2-532 (a-3) by making available for inspection and copying any record produced or collected pursuant to a contract with a private contractor to perform a public function, to the same extent as if the record were maintained by Events DC. If the contractor receives a request for such information, the contractor shall immediately send the request to the COTR, who will provide the request to Events DC's FOIA Officer. If Events DC receives a request for a record maintained by the Program Manager pursuant to the Contract, the COTR will forward a copy to the Program Manager. In either event, the Program Manager is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. Events DC's FOIA Officer will determine the releasability of the records. Events DC will reimburse the Program Manager for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

#### **C. Subcontractors**

The Program Manager shall not subcontract any of its work or services to any subcontractor without the prior written consent of Events DC. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which Events DC will have the right to review and approve prior to its execution by the parties to such agreement. Any such subcontract shall specify that Program Manager and the subcontractor shall be subject to every provision of the Contract. Notwithstanding any such subcontract approved by Events DC, Program Manager shall remain liable to Events DC for all Program Manager's work and services required hereunder.