



TO: DC SUPPLY SCHEDULE MOBIS CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCEB-2020-T-0001

Caption: Walter Reed Plan Reviewer

Issuance Date: July 23, 2020

Due Date: August 6, 2020

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development (DMPED), is seeking proposals from experienced Contractors to conduct various civil engineering reviews of development plans related to the redevelopment of the former Walter Reed Army Medical Center (WRAMC) by the project's Master Developer, a joint venture of Hines, Urban Atlantic and Triden Development, or other Component Developers as described in Attachment A – Statement of Work. The selected Contractor will perform these services in accordance with Attachment A - Statement of Work (SOW) and the Contractor's DC Supply Schedule contract awarded under MOBIS. Insurance for Professional Services, identifying the District as an additional named insured is required for the contract. The successful contractor shall provide the requirements under a labor hour task order agreement.

The task order proposal must be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price. Proposals shall be submitted via email to: lindel.reid@dc.gov with the subject line: **“Task Order Proposal in response to Solicitation No. DCEB-2020-T-0001, Walter Reed Plan Reviewer.”**

All proposals shall be no more 20 letter size pages in total length, including all items below.

2. Technical Proposal

This section shall be titled “Technical Proposal”. The technical portion shall, at a minimum, address the following:

- a) Detailed description of Offeror's knowledge and expertise related to the review of schematic drawings for private or public sector clients.

- b) Identification of key personnel/team members and description of each team members' qualifications/experience. Provide resumes, certifications, and credentials for key personnel and project manager.
- c) Describe past projects and provide a minimum of two (2) references of comparable projects which the Offeror or its major subcontractors or joint venture partners have performed within the past three (3) years. Submission of performance evaluations and letters of references are encouraged.
- d) Narrative describing Offeror's capacity to commit to and complete project tasks, i.e. management/staffing plan.
- e) Describe Offeror's proposed methodology for project approach and project work plan as set forth in the Statement of Work (SOW).
- f) Narrative description of Offeror's understanding of the project scope.

3. Price Proposal

This section shall be titled "Price Proposal". It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be fixed hourly labor rates, and shall identify all costs. Unless otherwise directed in writing, the price shall, at a minimum include:

- a) The skill category and hourly labor rate.
- b) Completed Price Schedule, Attachment B.
- c) Copy of Offeror's DC Supply Schedule MOBIS contract price list.

Offerors shall also complete and submit the Tax Certification Affidavit (Attachment C), and the Bidder Offeror Certification form (Attachment D).

4. Term of Contract

The term of the contract shall be from the date of award through nine (9) months. Please note: Services beyond September 30, 2020, are Subject to the Availability of Funds.

5. Electronic Proposal Submission Date

The closing date for electronic receipt of proposals is **Thursday, August 6, 2020, by 2:00 p.m.** local time.

6. Evaluation for Award

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from an hourly rate basis and technical standpoint.

7. Proposal Evaluation

The technical evaluation criteria set forth below has been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The offeror is informed that these criteria (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The offerors' technical proposal and price proposal shall be evaluated separately. Offers are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below.

Technical Evaluation Criteria

Award will be based on an evaluation of proposals against the following criteria:

A. Team Qualifications and Experience

Point Range

- Offeror has provided a narrative description of the qualifications and experience of the team members including the proposed Plan Reviewer for this effort and performing similar reviews. **(10)**
- Offeror has demonstrated experience with architectural and schematic design review projects of similar size and scope, along with large scale redevelopment projects, and familiarity with planning documents of the District of Columbia. **(10)**

B. Technical Approach/Methodology

- Offeror has provided a narrative description of offeror's understanding of the goals of the project. Narrative reflects an understanding of the challenges of schematic and architectural design review and reporting. **(15)**
- Offeror has provided narrative demonstrating offeror's approach to meeting the requirements outlined in the solicitation, offeror's ability to provide required services and deliverables; working with the District to meet the project goals. **(10)**
- Offeror has provided a narrative describing offeror's proposed staffing plan and staffing pattern to successfully fulfill the requirements of the solicitation. **(10)**

C. Past Performance

- Offeror has described past projects and provided a minimum of two (2) references for comparable projects performed within the last 3 years that are satisfactory or better. **(20)**

TOTAL POSSIBLE POINTS**100 Points****8. Determination of Points for Price**

Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Grand Total of Lowest Proposal Price Offered}}{\text{Grand Total of Proposal Being Evaluated}} \times 25 = \text{Evaluated Price Score}$$

9. Attachments

Attachment A – Statement of Work, Including:
 Attachment B – Price Schedule
 Attachment C – Tax Certification Affidavit
 Attachment D – Bidder Offeror Certification Form

Questions may be referred to Lindel Reid, Senior Contract Specialist, by email at lindel.reid@dc.gov. Questions regarding the solicitation must be received no later than 4:00 p.m. on Thursday, July 30, 2020, in order to be considered.

Jacque McDonald, DBA, MBA, MST, CPPO, CPPB
 Director of Contracts, Procurement and Grants

Enclosures