



**TO: RESPONDENTS TO THE URBAN PLANNING, DESIGN, LAND USE,
AND ARCHITECTURE SERVICES
REQUEST FOR QUALIFICATIONS**

SOLICITATION: DCEB-2024-Q-1002

CAPTION: Urban Planning, Design, Land Use and Architecture Services

ISSUANCE DATE: September 4, 2024

DUE DATE: September 18, 2024, at 2:00 p.m. local time

1.1 PURPOSE

The Government of the District of Columbia, by and through the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) and the Office of Planning (OP), is soliciting Statements of Qualifications (“SOQs”) from professional companies or individuals (“Respondents”) to provide urban planning, design, land use and architecture services with regards to the development of urban planning and designs, land use and architecture services. DMPED seeks to establish a list of pre-qualified urban planning, urban design, land use and architecture firms and professionals who are selected in accordance with the terms, provisions, specifications, and solicitation instructions set forth in this Request for Qualifications (“RFQ”). This RFQ provides potential Respondents with the information necessary to prepare and submit SOQs for consideration by DMPED.

This RFQ is issued in accordance with 27 DCMR § 1615 which allows the DMPED Contracting Officer (“CO”) to determine which prospective Respondents are qualified to receive and submit responses to solicitations for urban planning and design, land use and architectural services based on the financial and professional criteria established by the CO for pre-qualification.

1.2 SPECIAL TERMS AND CONDITIONS

DMPED has an immediate need for urban planning and designs, land use and architecture services for various communities in the District. DMPED intends for this RFQ to result in the pre-qualification of one or more Respondents to provide urban planning, design, land use and architecture services on an “as needed” basis. DMPED will issue a Request for Quotation to all pre-qualified respondents when one or more of the solicited services are required. Respondents will be deemed pre-qualified for an initial term of one year with the option to renew for four (4) one-year terms. Selected firms or individuals will be properly licensed and insured to do business in the District of Columbia and will exhibit the qualifications desired to perform the work required.

1.3 REQUEST FOR QUALIFICATIONS (“RFQ”)

DMPED invites sealed Statements of Qualifications for urban planning and design, land use and architecture services in accordance with the provisions, specifications, and solicitation instructions established in this RFQ. DMPED will determine, at its sole and absolute discretion, whether each submission is responsive to the RFQ and is acceptable.

Nina Albert, Deputy Mayor



Respondents must submit one (1) copy of their Statement of Qualifications electronically with the subject line of: **“Statement of Qualifications in response to Request for Qualifications No. DCEB-2024-Q-1002 – Urban Planning, Design, Land Use and Architecture Services”**. Each Respondent assumes responsibility for delivery of the completed Statements of Qualifications on or before the deadline for submission. DMPED is not responsible for any loss or delay in respect to the delivery of Statements of Qualifications. ANY STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME FOR SUBMISSION SHALL NOT BE CONSIDERED. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.

1.4 ELECTRONIC SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Email: juva.hepburn@dc.gov

1.5 STATEMENT OF QUALIFICATIONS SUBMISSION DATE

The closing date for receipt of statements of qualifications is **Wednesday, September 18, 2024, at 2:00 p.m. local time.**

1.6 GENERAL PROVISIONS

- Urban Planning Advisors should be independent and free of any conflict of interest in representing DMPED.
- Selected companies will be unanimously chosen by selection committee members.
- Respondents must be licensed to do business in the District of Columbia as is required by law.
- If selected, Respondents are required to provide a copy of the executed “Clean Hands Certification” that is referenced in D.C. Official Code §47-2862, if the Respondent is required by law to make such certification.
- If the Respondent is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the respondent shall certify its intent to obtain the necessary license, registration or certification prior to award of a contract or provide its exemption from such requirements.
- If selected, Respondents must provide proof of business insurance meeting following requirements:

A. GENERAL REQUIREMENTS. The Contractor, at its sole expense, 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 Contracting Officer (CO) giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Contractor and its subcontractors (except for workers’ compensation and professional liability insurance) as an



additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, and a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or its equivalent) to The Government of the District of Columbia
- b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
- c) A waiver of subrogation in favor of The Government of the District of Columbia
- d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
- e) Defense costs shall be in addition to and not erode the limits of liability



2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning or explosion; theft; windstorm, hail or earthquake; flood; mischief or vandalism; or the sinking, burning, collision or derailment of any conveyance transporting the covered "auto".
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis as respects any other insurance, deductibles, or self-insurance available to the additional insureds
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Defense costs shall be in addition to and not erode the limits of liability
 - e) If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
 - b) Where applicable, include United States Longshore and Harbor Workers Compensation Act (USL&H)
 - c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.
4. Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of Contractor's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include but not be limited to, third party and first party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security



failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, negligent transmission of computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by Contractor on behalf of The Government of the District of Columbia in the event of a data breach including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. Contractor shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits of \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by The Government of the District of Columbia and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by Contractor for work under this agreement shall be required to have the same insured required of Contractor. Should the Contractor wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor. In either instance, the Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.



- E. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.
- F. **LIABILITY.** These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the contractor's liability under this contract.
- G. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding, and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.
- H. **MEASURE OF PAYMENT.** The Government of the District of Columbia 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.
- I. **NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in Contractor no long complying with the above requirements. The Contractor shall provide the CO with ten (10) days' prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving Contractor at least 30 days' notice of the change. Contractor must comply, at your expense, and deliver to the CO evidence of compliance before the change becomes effective.
- J. **CERTIFICATES OF INSURANCE.** The Contractor must send to CO, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Contractor must also provide us with evidence of renewal before the expiration date of each insurance policy. Contractor is responsible for providing us with 30 days advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

via email to: Shirley.etwaroo2@dc.gov

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained



after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- K. **DISCLOSURE OF INFORMATION.** The Contractor agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party which presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- L. **CARRIER RATINGS.** All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. **WARRANTIES.** When applicable, the Contractor should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). CO should collect, review for accuracy, and maintain all warranties for goods and services.

1.7 SUBMISSION OF RESPONSES

All responses must meet the following format requirements:

- a) Responses to this RFQ should be clear, concise, and complete. They should be submitted using 8 ½" x 11" letter-size paper and typewritten using 12pt Times New Roman font. Illustrations, if required, on no larger than 11" x 17" sheets.
- b) Responses must respond to each RFQ item in the order outlined in RFQ Section 4.3 "Evaluation Criteria. Responses must not exceed a total of twenty-five (25) pages. A single side will be considered as a page, double sided page will be considered as two pages.

2 BACKGROUND

DMPED has an immediate need for urban planning, design, land use and architecture services for communities in the District. DMPED intends for this RFQ to result in the pre-qualification of one or more Respondents to provide urban planning, design, land use and architecture services on an "as needed" basis. The selected Respondents will serve as project-based consultants on DMPED projects where expert consulting is appropriate. The services provided will supplement DMPED efforts and assist in the due diligence of projects as part of the public disposition process.

3 SCOPE OF WORK

DMPED proposes to pre-qualify selected firms or individuals to perform urban planning, design, land use and architecture services. The following is a list of the general tasks that are anticipated to be performed by the selected Respondent(s) as part of this solicitation. Note that these specifications are not comprehensive but serve to provide basic requirements. DMPED's expectation is that the expertise and experience of the Respondent(s) selected will also help define the tasks and delivered products.

The desired services and delivered product shall include the following tasks/responsibilities:



3.1. Urban Planning and Land Use:

- 3.1.1 Covers “Urban planning” (918-92-00), “Planning, Urban (Community, Regional, Areawide, State)” (906-64-00), and “Zoning, Land Use Studies” (961-94-00).
- 3.1.2 A-E Experience Category/Profile Codes:
- a) C08 – Codes, Standards, Ordinances
 - b) P05 – Planning (Community, Regional, Areawide and State)
 - c) Z01 – Zoning, Land Use Studies
- 3.1.3 DMPED requires Contractors to provide urban planning and land use services, which may include any or all of the following:
- a) Developing citywide plans and place-based plans for neighborhoods, commercial corridors, or other planning areas to include a vision statement, development goals, recommendations, and implementation strategies. Plans typically include community engagement, best practices research, communications strategy and engagement, and conditions analyses such as: demographics, housing, history and culture, economic conditions related to building use and construction, public realm, environmental, racial equity, and infrastructure and facilities capacity analysis. Plans present development and land use recommendations, urban design frameworks, and zoning analyses, and can include maps, visualizations, schematic renderings, and site plans for development opportunity sites, along with associated plan recommendations.
 - b) Developing urban design plans and placemaking frameworks which build on the characteristics of the existing urban fabric, propose new development, and shape the public realm and development characteristics.
 - c) Developing conceptual site plans, renderings, and streetscape sections to illustrate plan recommendations or design principles. May include providing “rapid response site planning and charrette services that include creating site plans and schematic design documents for catalytic development sites identified within completed small area, revitalization, and corridor plans. The design products shall be prepared either through individual consultation with the property owner and OP or through a public charrette.
 - d) Conducting technical and policy analyses for citywide systems including housing, economic development, transportation, environmental, and capital facilities. These analyses include best practices research, economic feasibility, environmental hazard, racial equity, and infrastructure capacity.
 - e) Analyzing and producing an existing conditions report including preparing a Strengths-Weaknesses-Opportunities-Threats analysis, mapping community assets, analyzing opportunities, issues, and constraints, and using narrative and graphics to communicate key findings related to a specified study area.
 - f) Conducting community visioning and goal setting to inform planning processes.
 - g) Establishing guidelines for future development and zoning in a particular area to give residents confidence in the future direction of development.
 - h) Conducting building stock surveys and zoning analyses to determine current and future development capacity.
 - i) Identifying best practices for specific urban planning topics including destination development, niche market branding, implementation of funding strategies, and urban design concepts from best practices to enhance the livability of the city (e.g., sidewalk management, neighborhood connectivity, and public space enhancements).



- j) Providing analysis of the impact of small area plan implementation (District budget, zoning changes, development program, total program square footage, estimated property values and tax revenues, incremental households, demographics, traffic and transportation, schools, etc.).
- k) Producing visually appealing presentation materials, including PowerPoint presentations, display boards, story boards, and summary documents, and participating in public meetings to present findings.

3.2. Architecture and Urban Design:

- 3.2.1 Covers “Land development and planning – architectural” (906-57-00) and “Architectural consulting” (918-15-00).
- 3.2.2 A-E Experience Category/Profile Codes:
 - a) S11 – Sustainable Design
 - b) U02 – Urban Renewals, Community Development
- 3.2.3 DMPED requires Contractors to provide architecture and urban design services, which may include any or all of the following:
 - a) Developing design guidelines for individual buildings, districts, neighborhoods, and parks and open spaces.
 - b) Developing conceptual site plans, renderings, diagrams, and streetscape sections to illustrate plan recommendations or design principles, to be used by OP to engage the public.
 - c) Analyzing urban design and built environment issues through analytical plan diagrams, massing diagrams, sectional drawings, and sketches, to be used by OP to engage the public.
 - d) Analyzing zoning and land use policy through market analysis, analytical diagrams, massing diagrams, sectional drawings, and virtual modeling.
 - e) Evaluating the benefits and impacts of urban design strategies using scenario planning tools, such as ArcGIS Urban and ArcGIS CityEngine.
 - f) Providing rapid response site planning and charrette services, which include creating site plans and schematic design documents for catalytic development sites identified within completed small area, revitalization, and corridor plans. The design products shall be prepared either through individual consultation with the property owner and OP or through a public charrette.
 - g) Developing and executing equitable and accessible stakeholder engagement strategies and participating in public meetings to present findings and seek stakeholder input.
 - h) Providing creative programming services for public space, assembling an interdisciplinary team, identifying project values, determining project goals, identifying project constraints and opportunities, gathering and analyzing data, documenting project requirements, and managing vendors.
 - i) Providing site analysis services, including program investigation, site inventory and analysis, site evaluation, and report development.
 - j) Providing accessibility compliance, including projecting general ADA needs, identifying a project’s potential accessibility opportunity areas and desired outcomes, compiling plan and review matrices, identifying strategies for correcting problem areas, preparing implementation schedules with cost analyses, and developing prototype design details for implementation.



- k) Providing building design services, including developing project understandings, schematic design documents, and design development documents.
- l) Providing code compliance services, including analyzing preliminary design, preparing preliminary reports including code summaries, and potential code-related design issues.
- m) Producing visually appealing presentation materials, including PowerPoint presentations, display boards, and summary documents, and participating in public meetings to present findings.

4. EVALUATION PROCESS

4.1 The RFQ format is intended to present interested firms the opportunity to demonstrate their ability to perform the required services. Statements of Qualifications will be evaluated by a Selection Recommendation Panel consisting of three to five (3-5) members. Each Selection Panel member will first independently evaluate and rate all aspects of the submitted statements of qualifications using the matrix given in Section 4.1. Then, after preparing their individual ratings, the Selection Panel members will meet and formulate collective conclusions on each statement of qualifications.

4.2 Technical Rating

The Technical Rating Scale is as follows:

<u>Numerical Rating</u>	<u>Adjective</u>	<u>Explanation</u>
0	Criteria not presented	No response submitted
1	Poor	Does not suit the requirement
2	Fair	Minimally fulfills the requirement
3	Good	Fulfills the requirement
4	Very Good	Exceeds requirement
5	Excellent	Readily exceeds requirement

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the respondent’s score for each factor. The respondent’s total technical score will be determined by adding the respondent’s score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to ten (10) points, using the Technical Rating Scale above, if the District evaluates the respondent’s qualifications as “Good”, then the score for that evaluation factor is 3/5 of 10 or 6.

4.3 Evaluation Criteria

Statements of Qualifications will be evaluated based on the following criteria in the manner described below:



Evaluation Factors	Technical Rating (0-5)	Weight (%)	Weighted Rating
A. Team Identities and Details		10	
B. Qualifications		30	
C. Experience		30	
D. Work Plan		20	
E. Respondent Financial Condition		10	
Rating Index Total			

The Statement of Qualifications that the Respondent submits shall contain, as a minimum, the following information in the following order:

Transmittal Letter

- Highlight key components of the response.

A. Team Identities and Details

- List which solicited service category(ies) the respondent is submitting for consideration.
- Identify organizational structure and pertinent information of key personnel including name, address, telephone number, email address, and title.
- Identify organizational status including corporate structure and jurisdiction under which company is organized (If applicable). For any entity required to file reports in the jurisdiction of its formation, the Respondents shall include a certificate of good standing issued by such jurisdiction and, if it is not a District of Columbia entity, a certificate of good standing issued by the District showing that it is registered as a foreign entity to do business in D.C.
- Identify a point-of-contact and provide his/her name, address, telephone number, email address, and title.

B. Qualifications

- Provide company’s or individual’s qualifications to do the work outlined in the “Scope of Work.”
- Provide qualifications of key personnel who will be performing any work.

C. Experience

- Describe any experience providing real estate advisory services in the last three years.
- Describe any experiences providing real estate advisory services for the District government in the last three years.
- Provide references, including names, mailing addresses, email addresses, and telephone numbers, for real estate advisory services performed in the last three years. Respondent shall utilize the Past Performance Evaluation form attached.

D. Work Plan

- Outline the approach that will be taken to successfully complete real estate advisory services

E. Financial Condition



- Provide audited financial statements for the past year
- If unable to provide audited financial statements, explain why not and provide financial documentation in sufficient detail to enable assessment of financial condition of the firm or individual.

5. STATEMENT OF QUALIFICATIONS FORMAT

The Statement of Qualifications that the Respondent submits shall contain, at a minimum, the following information in the following order:

1. Transmittal Letter (Include Company background and highlight key components of the response).
2. Project Team and Qualifications
3. Experience with District government owned or other District of Columbia properties and surrounding jurisdictions
4. Work Plan (Statement of project understanding)
5. Provide audited financial statements for the past year

Questions concerning this Request for Qualifications may be directed to Ms. Juva J. Hepburn, Contract Specialist, electronically at juva.hepburn@dc.gov. All questions regarding this RFQ will be answered if received by **2:00PM, Wednesday, September 11, 2024**, to allow ample time for distribution of answers and comments to this RFQ.

Dr. Jacque McDonald

Dr. Jacque McDonald, NIGP-CPP, CPPO, CPPB
Director of Contracts, Procurement, and Grants





PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name & Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and period of Performance _____

7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)



RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Zero	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Unacceptable	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Poor	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

