


SOLICITATION, OFFER, AND AWARD			1. Caption			Page of Pages	
			Rock Creek West Corridors Planning			1	63
2. Contract Number		3. Solicitation Number		4. Type of Solicitation		5. Date Issued	
				<input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		December 7, 2021 6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
		DCBD-2022-R-0001					
7. Issued By:				8. Address Offer to:			
D.C. Office of the Deputy Mayor for Planning and Economic Development Contracts, Procurement and Grants 1015 Half Street, S.E., Suite 675 Washington, DC 20003				D.C. Office of the Deputy Mayor for Planning and Economic Development Contracts, Procurement and Grants 1015 Half Street, S.E., Suite 675 Washington, DC 20003			
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"							
SOLICITATION							
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the							
bid counter located at <u>See Section L.2 - For Electronic Submission Requirements</u> until <u>2:00PM</u> local time <u>January 11, 2022</u>							
(Hour) (Date)							
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.							
10. For Information Contact		A. Name		B. Telephone		C. E-mail Address	
		Lindel Reid, Senior Contract Specialist		(Area Code) 202 (Number) 724-7330 (Ext) linde.reid@dc.gov			
11. Table of Contents							
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	35-48
X	B	Contract Type, Supplies or Services and Price/Cost	2-3	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	4-18	X	J	List of Attachments	49
x	D	Packaging and Marking	19	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	20				
X	F	Deliveries or Performance	21-23	X	K	Representations, certifications and other statements of offerors	50
X	G	Contract Administration Data	24-28	X	L	Instructions, conditions & notices to offerors	51-58
X	H	Special Contract Requirements	29-34	X	M	Evaluation factors for award	59-63
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.							
13. Discount for Prompt Payment		10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %		
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):		Amendment Number		Date		Amendment Number	
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract			
15B. Telephone		15 C. Check if remittance address is different from above - Refer to Section G		17. Signature		18. Offer Date	
(Area Code)	(Number)	(Ext)					
AWARD (TO BE COMPLETED BY GOVERNMENT)							
19. Accepted as to Items Numbered		20. Amount		21. Accounting and Appropriation			
22. Name of Contracting Officer (Type or Print)		23. Signature of Contracting Officer (District of Columbia)				24. Award Date	
Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB							
Government of the District of Columbia				Office of the Deputy Mayor for Planning and Economic Development			

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia Government (the “District”), Office of the Deputy Mayor for Planning and Economic Development (“DMPED”) on behalf of the Office of Planning (OP) is seeking offers from highly qualified Contractors to perform work in the areas of urban design, land use economics, equitable urban planning, architectural design of commercial real estate, development proforma, economic development strategy, and public engagement relative to the Rock Creek West Corridors Planning.

B.2 The District contemplates award of a firm fixed price contract for the requirements stated in the schedules below in accordance with 27 DCMR Chapter 24.

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

B.3.1 BASE YEAR (Date of Award through One Year Thereafter)

Contract Line Item No. (CLIN)	Item Description	Total Price
0001	Task 1 - Project Management (C.5.1)	\$ _____
0002	Task 2 - Existing Conditions and Study Area Analysis (C.5.2)	\$ _____
0003	Task 3 - Connecticut Avenue Design Guidelines (C.5.3)	\$ _____
0004	Task 4 - Wisconsin Avenue Commercial Action Strategy (C.5.4)	\$ _____
0005	Task 5 - Wisconsin Avenue Public Realm Plan (C.5.5)	\$ _____
0006	Task 6 - Wisconsin Avenue Zoning Study (C.5.6)	\$ _____
0007	Task 7 - Public Workshops or Planning Charrette (C.5.7)	\$ _____
	CONTINUED	

0008	Task 8 - Rock Creek West Corridors Planning Report (C.5.8)	\$ _____
0009	Task 9 - Rock Creek West Equitable Communications and Engagement (C.5.9)	\$ _____
Grand Total for B.3.1		\$ _____

B.4 An offeror responding to this solicitation that is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Proposals responding to this RFP may be rejected if the offeror fails to submit a subcontracting plan that is required by law.

B.5 For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with sections B.7 and H.9.

A Subcontracting Plan form is available at <http://ocp.dc.gov>, under Quick Links click on "Required Solicitation Documents".

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

- C.1.1** The Office of the Deputy Mayor for Planning and Economic Development (DMPED), on behalf of the Office of Planning (OP), has a requirement for a highly qualified Contractor to perform work in the areas of urban design, land use economics, equitable urban planning, architectural design of commercial real estate, development proforma, economic development strategy, and public engagement relative to the Rock Creek West Corridors Planning.
- C.1.2** The Generalized Policy Map (GPM) of the Comprehensive Plan, as amended in 2021, identifies portions of upper Connecticut Avenue and Wisconsin Avenue as Future Planning Analysis Areas (FPAAs), encompassing the Woodley Park-Zoo/Adams Morgan, Cleveland Park, Tenleytown-AU, and Friendship Heights Metrorail station areas.

Within these FPAAs on Connecticut and Wisconsin Avenues, land use designations in the Future Land Use Map (FLUM) of the Comprehensive Plan have been changed to allow greater heights and densities in mixed-use development in the following areas:

- Along Connecticut Avenue, NW, from Calvert Street, NW, north to Woodley Road, NW, including the former Wardman Park Hotel to the west (Woodley Park).
- Along Connecticut Avenue NW, from Macomb Street, NW, north to Porter Street, NW (Cleveland Park).
- Along Wisconsin Avenue NW, from just north of Rodman Street, NW north to Ellicott Street, NW (Tenleytown).
- Along Wisconsin Avenue, NW, from Fessenden Street, NW, north to Western Avenue, NW (Friendship Heights).

These land use changes and other policies updated in the 2021 Comprehensive Plan support the District's housing equity goals (see Housing Equity Report in Applicable Documents, above) which identify the Rock Creek West Planning Area as the location in need of the greatest share of affordable housing production. To implement these Comprehensive Plan changes, OP is undertaking the Rock Creek West Corridors Planning effort to deliver Connecticut Avenue Design Guidelines in Woodley Park and Cleveland Park and the Wisconsin Avenue Development Framework in Tenleytown and Friendship Heights.

- C.1.3** The **Connecticut Avenue Design Guidelines** will be developed through community stakeholder engagement and the Historic Preservation Review Board (HPRB) to maximize the additional density offered under the updated FLUM within the context of the Woodley Park and Cleveland Park historic districts.

- C.1.3.1** Goals for the Connecticut Avenue Design Guidelines include:

- Maximize development potential for additional housing opportunities while taking into consideration historic preservation requirements, lot sizes, and site ownership.
- Create a public realm design strategy that supports higher density residential development above ground-level retail and promote a socially and economically equitable, active, and sustainable commercial corridor.

- Develop streetscape design recommendations based on assessments of public space usage and circulation patterns with consideration for District Department of Transportation (DDOT) investments, and key activity nodes such as the Metrorail stations and the zoo entrance.

C.1.4 The **Wisconsin Avenue Development Framework** will be developed through community stakeholder engagement to identify how best to support more housing, including more affordable housing, as well as strong retail and a vibrant public realm in Tenleytown and Friendship Heights. Planning will analyze opportunities to leverage urban design, commercial and residential land use, mobility, and community facilities to enhance quality of life and provide equitable housing opportunities.

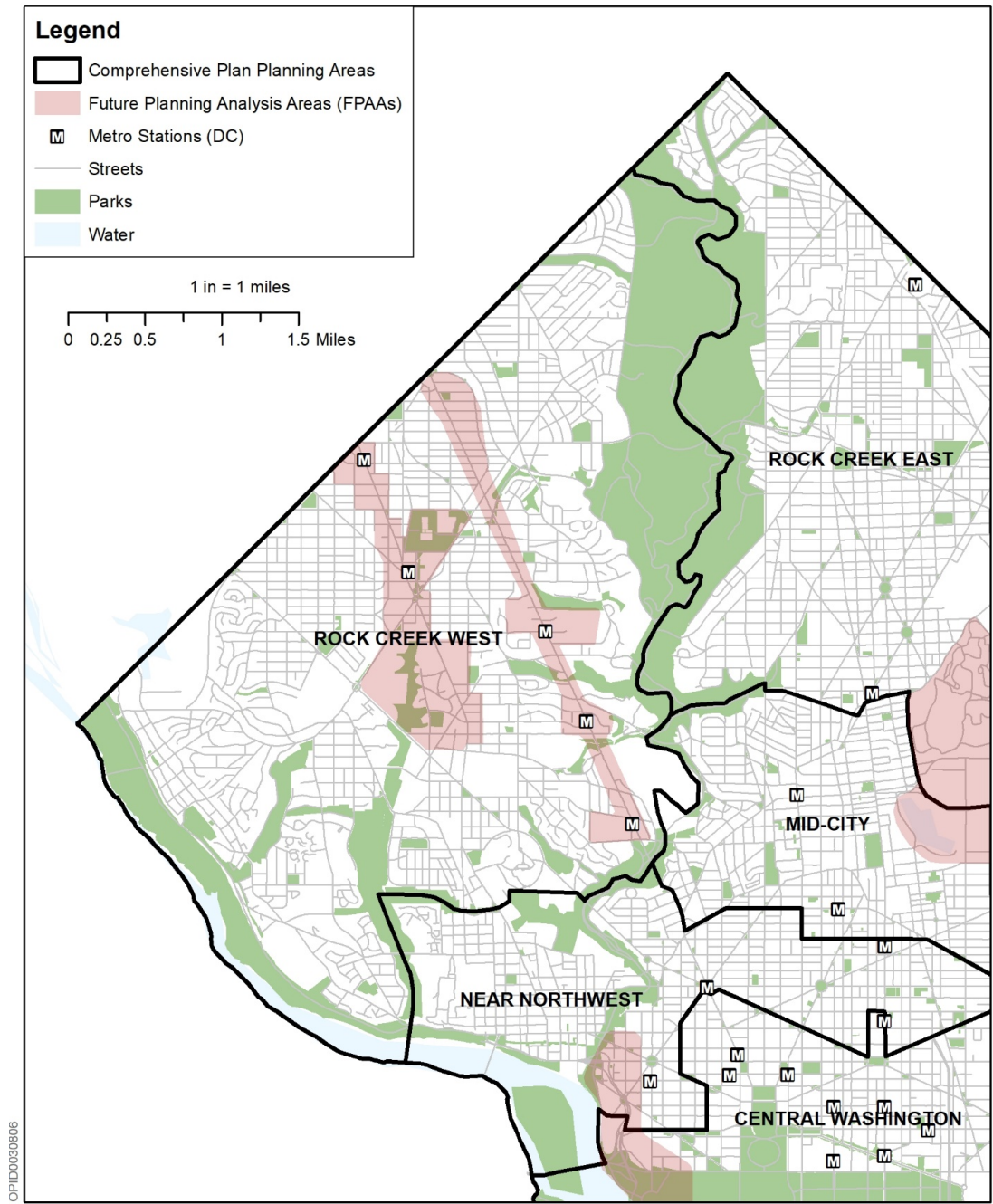
C.1.4.1 Goals for the Wisconsin Avenue Development Framework include:

- Maximize development potential from approved land use changes in the updated Comprehensive Plan to deliver additional housing including affordable housing that could be achieved through matter-of-right redevelopment under new zoning.
- Partner with the Washington Metropolitan Area Transit Authority (WMATA) on the Western Bus Garage redevelopment/relocation as a major catalyst for change.
- Assess the market dynamics along an evolving Wisconsin Avenue corridor to better understand the viability of commercial, retail, and cultural uses to support high density residential uses along the corridor.
- Identify the key public space amenities and investments necessary to support substantial new residential development at Friendship Heights and along the Wisconsin Avenue corridor.

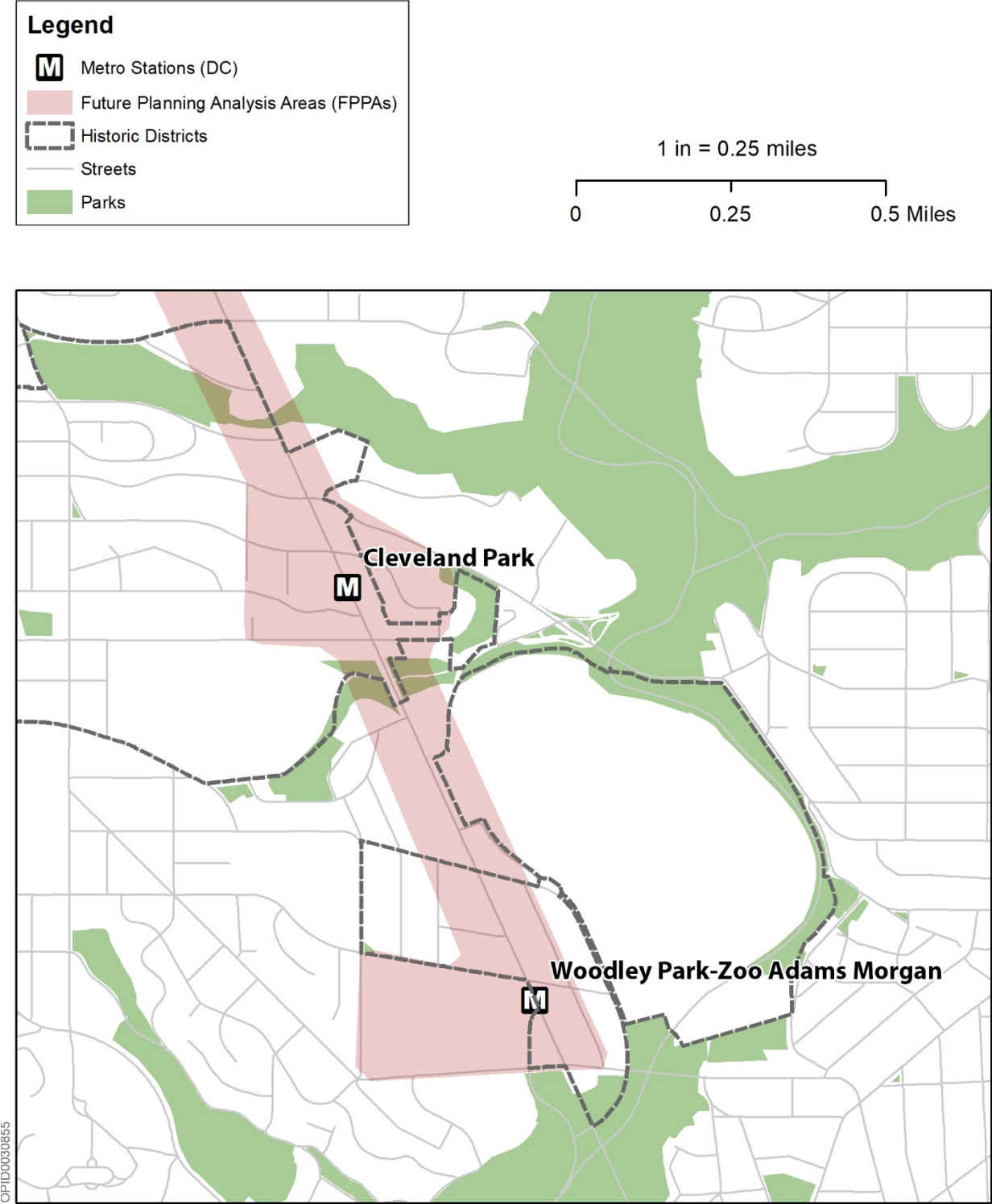
C.1.5 Efforts on both corridors will need to coordinate with the OP communications and engagement team and Contractor(s) to incorporate an equitable and innovative public outreach strategy that supports achieving the above-mentioned goals.

Study Area Maps

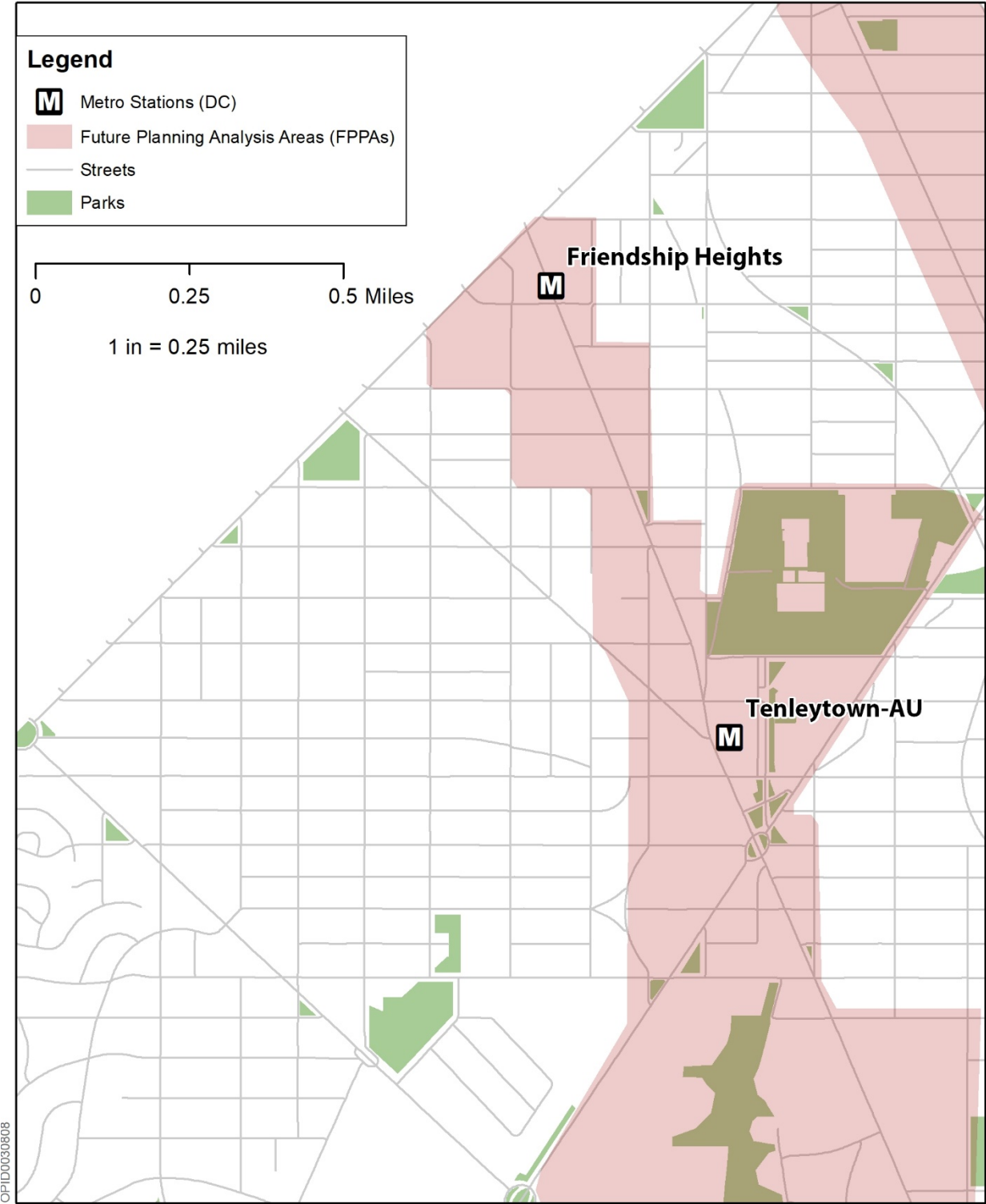
Map 1: Upper Wisconsin Avenue and Upper Connecticut Avenue Future Planning Analysis Areas in the Rock Creek West Planning Area of the Comprehensive Plan.



Map 2: Connecticut Avenue Design Guidelines Study Area.



Map 3: Wisconsin Avenue Development Framework Study Area.



C.2 APPLICABLE DOCUMENTS

The following design standards documents are applicable to this procurement:

Item No.	Document Type	Title	Date
1	Comprehensive Plan	A Comprehensive Plan for the National Capital: District Elements DC Office of Planning https://lms.dccouncil.us/Legislation/B24-0001	2021
2	Technical Assistance Panel Report	Friendship Heights Technical Assistance Panel Report, Urban Land Institute https://washington.uli.org/get-involved/technical-assistance-panels/friendship-heights-tap/	2021
3	Heritage Guide	Ward 3 Heritage Guide, DC Office of Planning https://planning.dc.gov/publication/ward-3-heritage-guide	2020
4	Housing Equity Report	Housing Equity Report, DC Office of Planning and DC Department of Housing and Community Development https://planning.dc.gov/sites/default/files/dc/sites/housingdc/publication/attachments/Housing%20Equity%20Report.pdf	2019
5	Public Life Study	Tenleytown Public Life Study, DC Office of Planning https://planning.dc.gov/page/tenleytown-pls	2019
6	Public Realm Design Manual	Public Realm Design Manual (Version 2.1), DC Office of Planning and District Department of Transportation https://planning.dc.gov/publication/public-realm-design-manual	2019
7	Development Framework	Benning Road Corridor Redevelopment Framework DC Office of Planning https://planning.dc.gov/publication/benning-road-corridor-redevelopment-framework-main-page	2008
8	Zoning Regulations and Map	District of Columbia Zoning Regulations of 2016 (and online interactive map), DC Office of Zoning https://dcoz.dc.gov/zrr/zr16 https://maps.dcoz.dc.gov/zr16/	
9	Historic Preservation Laws and Regulations	Historic Preservation Laws and Regulations, DC Office of Planning https://planning.dc.gov/page/hp-laws-and-regulations	
CONTINUED NEXT PAGE			

Item No.	Document Type	Title	Date
10	Historic District Design Guidelines	Historic District Design Guidelines, DC Office of Planning https://planning.dc.gov/page/design-guidelines	
11	Neighborhood Profiles	Neighborhood Profiles, Washington DC Economic Partnership https://wdcep.com/why-dc/neighborhood-profiles/	
12	DDOT projects	Connecticut Ave Reversible Lane Study https://ddot.dc.gov/page/connecticut-avenue-nw-reversible-lane-safety-and-operations-study Cleveland Park Streetscape and Drainage Improvements https://ddot.dc.gov/page/cleveland-park-streetscape-and-drainage-improvement	
13	Plan DC Website	Past Engagement materials and timelines for the Comprehensive Plan Update process DC Office of Planning https://plandc.dc.gov/page/past-outreach	2020
14	Chevy Chase Small Area Plan	Project Website for the Chevy Chase Small Area Plan DC Office of Planning https://publicinput.com/chevychase	2019

C.3 DEFINITIONS

Comprehensive Plan – The District of Columbia’s Comprehensive Plan is a 20-year framework that guides future growth and development. The Comprehensive Plan addresses a wide range of topics that affect how we experience the city. These topics include land use, economic development, housing, environmental protection, historic preservation, transportation, and more.

Development Framework – A Development Framework is prepared with community input for a defined geographical area of the District to provide more detailed planning guidance with a focus on land use regulatory systems such as zoning and design guidelines. Development Frameworks are produced in places where the District anticipates an increase in land use intensity through the development or redevelopment of property.

Design Guidelines – Establishes design strategies to ensure that new development contributes positively to the greater neighborhood by ensuring compatibility through appropriate building form, such as massing and scale.

Streetscape Design Guidelines – The District’s streetscape standards, guidelines, and policies guide changes to public space. Physical features that are reviewed for design include sidewalks,

landscape, fences, retaining walls, street trees, and other infrastructure like street lights or curb and gutters.

State Historic Preservation Office (SHPO) – The State Historic Preservation Office (SHPO) for the District of Columbia is responsible for administering national historic preservation programs within the District. These programs were established by the National Historic Preservation Act of 1966 and are supported by an annual grant from the National Park Service.

State Data Center – Housed with OP, the State Data Center is an official source of Census Bureau data.

C.4 BACKGROUND

The District of Columbia Office of Planning (OP) is responsible for the District’s city planning functions, including: maintaining, updating, and monitoring implementation of the Comprehensive Plan, which sets forth a 20-year vision and blueprint that guides land use and programmatic decision-making for development in the District; Small Area Plans (SAPs) and other planning studies that supplement the Comprehensive Plan, providing detailed guidance tailored to address specific needs of neighborhoods and transportation corridors; strategies targeting citywide issues such as retail and the creative economy; zoning as a fundamental land use policy implementation tool; and system plans in partnership with other District agencies.

The role of OP is to be the steward of these plans, ensuring that development within the District is in line with these plans and with District policies and priorities. Additionally, owing to the District’s city-state structure, the Office of the State Historic Preservation Officer (SHPO) and the State Data Center are ensconced within OP, and are responsible for all historic preservation regulatory and policy-making functions, and for demographic forecasts and other growth projections, respectively.

C.5 REQUIREMENTS

The Contractor shall produce a series of technical studies and urban planning deliverables developed through a series of interactive and engaging community workshops as described in C.5.1 thru C.5.9 below.

C.5.1 Task 1 – Project Management

Provide a project work plan, including a clear schedule of deliverables and resource allocation, including Tasks and Deliverables completed by any subcontractors. Contractor shall attend a kick-off meeting with OP to determine project goals and expectations for all contract tasks followed by regular check-in meetings on a biweekly basis (every two weeks). Contractor shall provide monthly status reports of completed milestones and progress toward upcoming deliverables.

C.5.2 Task 2 – Existing Conditions and Study Area Analysis

C.5.2.1 The Contractor shall become familiar with the physical details of the Connecticut and Wisconsin Avenue corridors, including the historic patterns of land development and

architecture of these areas. To support this effort, the Contractor shall review existing conditions data and analysis provided by OP, organize community walks on Connecticut and Wisconsin Avenue, and support OP in conducting and submitting a Public Life Study along Connecticut Ave, between Woodley Park and Cleveland Park.

C.5.2.2 For the Existing Conditions and Study Area Analysis, the Contractor shall:

- C.5.2.2.1** Review background information and research conducted by OP;
- C.5.2.2.2** Provide feedback on compiled data and suggestions on further research and analysis to support the planning work outlined in Tasks 3-7;
- C.5.2.2.3** Provide graphic design support to illustrate certain elements of the study areas' existing conditions such as street sections, infographics, and diagrams; and
- C.5.2.2.4** Organize up to two community walks for each of the Study Areas.

C.5.2.3 For the Public Life Study, the Contractor shall:

- C.5.2.3.1** Support OP in conducting and submitting an analysis of public space use along Connecticut Ave between Woodley Park and Cleveland Park with a focus on three subareas: Woodley Park and Cleveland Park Metrorail station, and the zoo entrance. The analysis will assess:
 - a. Quality of space in terms of its protection, accessibility, comfort, and enjoyment;
 - b. Pedestrian and bicycle movements through public space;
 - c. stationary activities of individuals and groups who are staying or lingering in public space; and
 - d. Surveys that capture perceptions and desires of the people using public space.

C.5.3 Task 3 – Connecticut Avenue Design Guidelines

C.5.3.1 The Contractor shall develop design guidelines for future development within the study area as well as streetscape guidelines for the Woodley Park and Cleveland Park areas. Both Cleveland Park and Woodley Park are historic districts, and design guidelines used by the Historic Preservation Review Board (HPRB) and OP's Historic Preservation Office (HPO) are intended to establish consistent and understandable principles for ensuring that potential development and retro-fitting of historic properties is appropriate. These design guidelines help to translate the general purposes set forth in the DC historic preservation law into practical guides for property owners, builders and architects.

C.5.3.2 For the Development Design Guidelines, the Contractor shall:

- C.5.3.2.1** Identify opportunity sites for development in coordination with OP;
- C.5.3.2.2** Develop conceptual site design and massing scenarios that maximize potential development under the updated FLUM while taking historic district requirements into account;
- C.5.3.2.3** Develop design guidelines to facilitate the integration of new development into the existing neighborhood context. Design guidelines shall, at a minimum, include strategies related to:
 - a. Height transition such as setbacks and upper story building step-backs;
 - b. Building streetwall design that supports an active and lively commercial corridor; and

- c. Building materials and articulation that create a visual connection between new development and historic buildings.

C.5.3.2.4 Submit draft development design guidelines to OP; and

C.5.3.2.5 Submit final development design guidelines to OP that incorporates OP's comments and edits.

C.5.3.3 For the Streetscape Design Guidelines, the Contractor shall:

C.5.3.3.1 Create a public realm design strategy that supports higher density residential development by providing shared amenity spaces, promoting creative placemaking, establishing a wayfinding system, integrating environmental site design, and generally improving the perception of building scale and mass;

C.5.3.3.2 Produce street cross sections and street-level / pedestrian perspective renderings to illustrate strategies for streetscape design between the building face and the curb, including free and clear pedestrian path, building frontage zone, and amenity zone activities;

C.5.3.3.3 Design strategies for pedestrian circulation and Metrorail station orientation at Woodley Park and Cleveland Park stations based on site analysis work and public space assessment;

C.5.3.3.4 Submit draft streetscape design guidelines to OP; and

C.5.3.3.5 Submit final streetscape design guidelines to OP that incorporates OP's comments and edits.

C.5.3.4 The Contractor shall develop and format the Development Design Guidelines and the Streetscape Design Guidelines as written and visually engaging reports. As indicated in C.5.3.3.4 and C.5.3.3.5 above, the Contractor shall provide draft reports to OP for review and then incorporate review comments into final reports. The Contractor shall develop and submit to OP materials to help communicate the progress, findings, and recommendations of the two guidelines reports in the form of hand-outs, display boards, and a slide deck to be presented in meetings with HPRB, the public and relevant stakeholders.

C.5.4 Task 4 – Wisconsin Avenue Commercial Action Strategy

C.5.4.1 The Contractor shall produce a Commercial Action Strategy for the Wisconsin Avenue corridor, comprising a sophisticated market analysis that identifies potential commercial anchors and beneficial adjacencies, including but not limited, to the interrelated opportunities of retail, entertainment, and cultural uses. The Contractor's analysis that informs the Commercial Action Strategy shall take into account the changing nature of "brick and mortar" retail and commercial districts in light of social, economic, and technological changes underway over the past few years, including the COVID-19 pandemic.

C.5.4.2 At the northern end of the Wisconsin Avenue corridor, Friendship Heights has been a cross-jurisdictional regional center of department store retailing for more than fifty years, yet as of 2021, that market is quickly eroding. Meanwhile, new mixed-use developments have been completed or are under development at the southern end of the Wisconsin Avenue corridor and will further shift the economic activity of the corridor in future years. Considering this evolving economic context, the Contractor shall produce a Wisconsin Avenue Commercial Action Strategy that summarizes the market analysis and make recommendations on:

C.5.4.2.1 Appropriate retail anchors for Friendship Heights' shopping ecosystem;

- C.5.4.2.2** Fitness, recreational and entertainment uses such as indoor rock climbing, youth entertainment, or performance venues; and
- C.5.4.2.3** Target industries, including but not limited to higher education (university), medical, or bio-medical organizations, that are growing and most likely to replace the contracting office market on the corridor. This should include estimates of potential increase in office market vacancy compared to potential increase in demand for space by these industries.
- C.5.4.3** The Contractor shall develop and format the Commercial Action Strategy as a written and visually engaging report. The Contractor shall provide a draft report to OP for review and incorporate review comments into a final report. The Contractor shall develop materials to help communicate the progress, findings, and recommendations of the Commercial Action Strategy report to a diverse audience in the form of hand-outs, display boards, and a slide deck to be presented in meetings with relevant public and commercial stakeholders.

C.5.5 Task 5 – Wisconsin Avenue Public Realm Plan

- C.5.5.1** The Contractor shall produce a Public Realm Plan that supports a socially active, equitable, retail-supportive streetscape with a more human-scaled block configuration that also accommodates required bus circulation on area streets from WMATA's Western Bus Garage in Friendship Heights and the Tenleytown Bus Loop. The Public Realm Plan shall primarily focus on public rights-of-way and District owned property and include opportunities on some federally owned public space that exists along the Wisconsin Avenue corridor in the Study Area and supportive improvements that could be made on private properties through redevelopment.
- C.5.5.2** For the Wisconsin Avenue Public Realm Plan, the Contractor shall:
 - C.5.5.2.1** Provide a strategic public realm framework for public and private property that supports higher density mixed-use development on the Wisconsin Avenue corridor that is anticipated to be primarily residential;
 - C.5.5.2.2** Identify types and locations of urban public spaces that include small plazas, playgrounds, gardens, and other shared amenity spaces intended to be used and enjoyed by a broad and inclusive resident population;
 - C.5.5.2.3** Recommend strategies and public space typologies that achieve multiple public policy priorities within the same space, including, but not limited, to climate resilience, accessibility, age-friendliness, equitable public life, programming and activation, enhanced tree canopy, and public art;
 - C.5.5.2.4** Prioritize pedestrian circulation and an enjoyable walking experience that minimizes conflicts with automobiles, transit, bicycles, and micro mobility users, while enhancing the legibility and access between Metrorail stations and bus stops. With a focus on public rights-of-way, the analysis supporting this point shall be qualitative in nature and not a highly technical assessment of current or proposed vehicular circulation patterns; and
 - C.5.5.2.5** A schedule of high-level cost estimates and public/private financing strategy (e.g., Tax Increment Finance) for recommended public realm improvements in the public rights-of-way and on District-owned property, as well as considerations for the public realm stewardship and the importance of on-going operations and maintenance.

C.5.5.3 The Contractor shall develop a highly illustrative and visually compelling Wisconsin Avenue Public Realm Plan report that includes elegant maps and illustrations and inspiring best practices to communicate the strategy and value of necessary public realm improvements. The Contractor shall provide a draft report to OP for review and incorporate review comments into a final report. The Contractor shall develop materials to help communicate the findings and recommendations of the Wisconsin Avenue Public Realm Plan to a diverse audience in the form of hand-outs, display boards, and a slide deck to be presented in meetings with relevant public stakeholders.

C.5.6 Task 6 – Wisconsin Avenue Zoning Study

C.5.6.1 The Contractor shall produce a study to inform the development of corridor and site specific zoning for the Wisconsin Avenue Corridor between Rodman Street NW to Western Avenue, NW, that:

C.5.6.1.1 Recommends the appropriate proportion of required affordable housing production in by-right developments by optimizing land use designations in the Comprehensive Plan;

C.5.6.1.2 Supports a mixed-use building program that is consistent with the Wisconsin Avenue Commercial Action Strategy (see Task 4);

C.5.6.1.3 Achieves design objectives that break down building massing and provides transitions of height and scale to adjacent lower density uses while optimizing affordable housing production and opportunities for more larger “family-sized” units; and

C.5.6.1.4 Supports the goals outlined in the Wisconsin Avenue Public Realm Plan (see Task 5) while complementing existing commercial, civic, and residential uses on the corridor.

C.5.6.2 To assess the development potential of the conceptual zoning, to be developed by OP following this study, the Contractor shall provide a Scenarios Criteria report that costs out the construction to ascertain feasibility of designs with affordability as well as model the impacts on public services and infrastructure systems considering scenarios that include:

C.5.6.2.1 Unit size breakdown of standard DC multifamily building;

C.5.6.2.2 Multifamily buildings with units that are affordable to households below 80% Median Family Income; and

C.5.6.2.3 Public space dedications in support of the Public Realm Plan outlined in Task 5.

C.5.6.3 The Contractor shall produce an illustrated report that compares the different scenarios using predefined criteria based on up to two meetings with OP to achieve the goals and within the parameters outlined in C.5.6.2. Each scenario shall also include likely ranges of new resident population that could be housed in developments built under proposed zoning designations, and associated multimodal trip generation and public school enrollments that might be produced.

C.5.6.4 Based on public feedback and policy considerations, the Contractor shall refine one or two scenarios into a final Wisconsin Avenue Zoning Study report.

C.5.6.5 The Contractor shall develop an illustrative and visually compelling Wisconsin Avenue Zoning Study report that includes elegant maps and illustrations of building massing and forms. The Contractor shall provide a draft report to OP for review and incorporate review

comments into a final report. The Contractor shall develop materials to help communicate the findings and recommendations of the Wisconsin Avenue Zoning Study to a diverse audience in the form of hand-outs, display boards, and a slide deck to be presented in meetings with relevant public stakeholders.

C.5.7 Task 7 – Public Workshops or Planning Charrettes

- C.5.7.1** In addition to meetings outlined in previous tasks that the Contractor is expected to lead or participate in, the Contractor shall organize and lead two to four workshops or charrettes in total, focused separately on the Connecticut Avenue Design Guidelines and the Wisconsin Avenue Zoning Study and Public Realm Plan: four design workshops (one for each sub-area) or two multi-day planning charrettes (one for each corridor) to engage the community, gather ideas and goals, and formulate implementation strategies. The workshops shall be conducted through online (virtual) platforms, or in person, if the COVID-19 public health emergency allows.
- C.5.7.2** The Contractor shall tailor the workshops or planning charrettes to obtain maximum community input to produce the Connecticut Avenue Design Guidelines (Task 3) and the Wisconsin Avenue Development Framework (Tasks 5 and 6) to balance the desires of the community while achieving citywide goals around housing production. This public process shall include discussions of alternatives for streetscape design and a public space network that creates livable neighborhoods. The Contractor shall participate in an internal meeting with OP and partner agencies to develop a strategy for the workshops or planning charrettes for each of the Connecticut Avenue Design Guidelines and Wisconsin Avenue Zoning Study and Public Realm Plan.
- C.5.7.3** The workshops or charrettes shall also take into consideration the findings of the Existing Conditions and Study Area Analysis (Task 2), input from staff, and information obtained at previous meetings, workshops, and interviews.
- C.5.7.4** At the conclusion of each workshop or the planning charrettes, the Contractor shall present to the participants the work generated to date. The Contractor shall present plans, renderings, and design strategies that reflect ideas articulated in the workshops to the public to solicit further feedback before finalizing the design guidelines, recommendations, and implementation strategies (see Tasks 3, 5 and 6).

C.5.8 Task 8 – Rock Creek West Corridors Planning Report

- C.5.8.1** The Contractor shall produce a draft and a final report combining key report deliverables from Tasks 2, 3, 4, 5, and 6 for the Rock Creek West Corridors Planning effort. The report shall be visually engaging and include an executive summary tying together the report sections. The report shall be a single document formatted to be easily consumed online or printed.
- C.5.8.2** Additionally, the Contractor shall develop a draft and a final interactive online version of the report, using ArcGIS StoryMaps, for easier navigation and flexibility for OP to host additional Rock Creek West Corridors planning efforts in the future.

C.5.9 Task 9 – Rock Creek West Equitable Communications and Engagement

C.5.9.1 The Contractor shall create and provide to OP an innovative and multi-pronged Equitable Communications and Engagement Strategy that supports the success of the Rock Creek West Corridors Planning as outlined under Tasks 1-8. While OP will be undertaking targeted communications and outreach to active community organizations, advocacy groups, elected officials and partner District agencies, the Contractor shall assist with the design of a cohesive public engagement strategy with clear messaging around the goals and objectives of the Rock Creek West Corridors Planning. The Contractor shall employ processes designed and managed to be equitable, accessible, transparent, and culturally and linguistically competent.

C.5.9.2 OP and the Contractor will jointly lead the implementation of the Communications and Engagement Strategy. The Contractor shall participate in designing and implementing large and small group multi-stakeholder processes that combine engagement and education. While OP will lead the development of written and graphic meeting materials, the Contractor shall provide public meeting facilitation and mediation for up to 10 meetings. The meetings are expected to each be approximately 1.5 - 2 hours in length and are anticipated to be conducted through online (virtual) platforms and in person, subject to COVID-19 health emergency protocols. If meetings are held in-person, the Contractor shall work with OP in securing meeting spaces. OP will be responsible for paying venue fees as needed. The meetings may cover contentious topics dealing with neighborhood change and include participants and stakeholders that reflect a diversity of race, class, ethnicity, age, and (digital) literacy levels.

C.5.9.3 As part of the equitable communications and engagement task, the Contractor shall:

C.5.9.3.1 Create and provide to OP an Equitable Communications and Engagement Strategy that:

- a. Outlines a comprehensive communications approach that clearly articulates the agency's mission and goals around undertaking Rock Creek West Corridors Planning;
- b. Builds positive working relationships with the community including underrepresented groups (e.g., low-income, youth, and limited English or non-English speaking residents, persons with disabilities, and older adults);
- c. Complements ongoing communications and community interaction (e.g., small group meetings with community organizations, and civic associations ANC) that OP is undertaking as part of these and other projects;
- d. Demonstrates innovative approaches that go beyond typical public meeting formats; and
- e. Establishes clear goals and metrics for tracking and evaluating the communications engagement strategy.

C.5.9.3.2 Design, support, manage, and provide facilitation and mediation for up to 10 public meetings and workshops in coordination with OP and partnering District agencies. Each of these meetings shall entail:

- a. Assisting OP with agenda formulation and run of show for each proposed meeting;
- b. Preparing staff and meeting panelists/presenters via one to two training and orientation sessions;
- c. Providing written tips and talking points for dealing with difficult questions/participants and logistical considerations to ensure a successful run of show;

- d. Facilitating up to 10 meetings, including moderation of panel/presenters, mediating issues that arise amongst participants, and keeping the program on schedule and on topic;
- e. Providing post-meeting feedback in a written one-page summary memo that includes strengths, weaknesses, opportunities, threats (SWOT), within one week following the event, including suggestions for improvements for subsequent meetings; and
- f. Assisting OP with delivering digital content from the public meetings (e.g., live posting, streaming video) to be shared via social media (coordinated and approved by OP).

SECTION D: PACKAGING AND MARKING

D.1 Not Applicable

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one year from the date of award specified on the cover page of this contract.

F.2 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

Item	Deliverable	Quantity	Format/Method of Delivery	Due Date
C.5.1 - TASK 1 PROJECT MANAGEMENT				
1.1	Kick-Off Meeting with OP for Rock Creek West Corridors Planning (C.5.1)	One	In-person attendance	Within ten business days after Notice to Proceed (NTP)
1.2	Project Work Plan for Rock Creek West Corridors Planning (C.5.1)	One	Adobe Acrobat .pdf format	Within one week after NTP
1.3	Bi-weekly Project Review Meetings for Rock Creek West Corridors Planning (C.5.1)	Up to 26	In-person and/or by conference call	Bi-weekly
1.4	Monthly Project Progress Reports for Rock Creek West Corridors Planning (C.5.1)	Up to 12	Adobe Acrobat .pdf format	Monthly
C.5.2 - TASK 2 EXISTING CONDITIONS AND STUDY AREA ANALYSIS				
2.1	Feedback memo on existing conditions analysis (C.5.2.2.2)	One	Adobe Acrobat .pdf format	Ten weeks after NTP
2.2	Existing conditions street sections, infographics and diagrams (C.5.2.2.3)	One	Adobe Acrobat .pdf	Three months after NTP
2.3	Community Walks (C.5.2.2.4)	Up to four	In person walks with accompanying 1-page program / hand out in Adobe Acrobat .pdf	Two to three months after NTP
2.4	Public Life Study for Connecticut Avenue (C.5.2.3)	One	Adobe Acrobat .pdf	Four months after NTP
C.5.3 - TASK 3 CONNECTICUT AVENUE DESIGN GUIDELINES				
3.1	Draft Development Design Guidelines for Woodley Park and Cleveland Park Historic Districts Report (C.5.3.2)	One	Adobe Acrobat .pdf	Seven months after NTP
3.2	Draft Connecticut Avenue Streetscape Guidelines Report (C.5.3.3)	One	Adobe Acrobat .pdf	Seven months after NTP
3.3	Final Development Design Guidelines for Woodley Park and Cleveland Park Historic Districts Report (C.5.3.2)	One	Adobe Acrobat .pdf	Nine months after NTP

3.4	Final Connecticut Avenue Streetscape Guidelines Report (C.5.3.3)	One	Adobe Acrobat .pdf	Nine months after NTP
3.5	Meeting materials, including hand-outs boards, and presentations for up to three meetings (C.5.3.4)	Up to three	Adobe Acrobat .pdf	Two to eight months after NTP
C.5.4 - TASK 4 WISCONSIN AVENUE COMMERCIAL ACTION STRATEGY				
4.1	Draft Wisconsin Avenue Commercial Action Strategy Report (C.5.4.3)	One	Adobe Acrobat .pdf	Three months after NTP
4.2	Final Wisconsin Avenue Commercial Action Strategy Report (C.5.4.3)	One	Adobe Acrobat .pdf	Four months after NTP
4.3	Meeting materials, including hand-outs boards, and presentations (C.5.4.3)	One	Adobe Acrobat .pdf	Two to four months after NTP
4.4	Participation in up to two public meetings (C.5.4.3)	Up to two	In-person and/or by conference call	Two to four months after NTP
C.5.5 - TASK 5 WISCONSIN AVENUE PUBLIC REALM PLAN				
5.1	Draft Wisconsin Avenue Public Realm Plan Report (C.5.5.3)	One	Adobe Acrobat .pdf	Six months after NTP
5.2	Final Wisconsin Avenue Public Realm Plan Report (C.5.5.3)	One	Adobe Acrobat .pdf	Eight months after NTP
5.3	Meeting materials, including hand-outs boards, and presentations (C.5.5.3)	One	Adobe Acrobat .pdf	Three to seven months after NTP
C.5.6 - TASK 6 WISCONSIN AVENUE ZONING STUDY				
6.1	Scenarios Criteria (C.5.6.2)	One	Adobe Acrobat .pdf	Four months after NTP
6.2	Draft Wisconsin Avenue Zoning Study Report (C.5.6.5)	One	Adobe Acrobat .pdf	Six months after NTP
6.3	Final Wisconsin Avenue Zoning Study Report (C.5.6.5)	One	Adobe Acrobat .pdf	Eight months after NTP
6.4	Meeting materials, including hand-outs boards, and presentations (C.5.6.5)	One	Adobe Acrobat .pdf	Three to seven months after NTP
C.5.7 - TASK 7 PUBLIC WORKSHOPS AND PLANNING CHARRETTEES				
7.1	Internal Planning session for Connecticut Avenue Design Guidelines (C.5.7.2)	One	Adobe Acrobat .pdf	Three months after NTP
7.2	Design workshops or multi-day charrette for Connecticut Avenue Design Guidelines (C.5.7.1)	One to two	In person and/or by virtual meeting platform.	Five months after NTP
7.3	Connecticut Avenue Design Guidelines Presentation (C.5.7.4)	One	Adobe Acrobat .pdf	Eight Months after NTP
7.4	Internal Planning session for Wisconsin Avenue Zoning Study and Public Realm Plan (C.5.7.2)	One	Adobe Acrobat .pdf file less than 10 mb	Three months after NTP
7.5	Design workshops or multi-day charrette for Wisconsin Avenue Zoning Study and Public Realm Plan (C.5.7.1)	One to two	In-person and/or by virtual meeting platform.	Five months after NTP
7.6	Wisconsin Avenue Zoning Study and Public Realm Plan Presentation	One	Adobe Acrobat .pdf	Seven months after NTP

	(C.5.7.4)			
C.5.8 - TASK 8 ROCK CREEK WEST CORRIDORS PLANNING REPORT				
8.1	Draft report combining deliverables from Tasks 2-6 (C.5.8.1)	One	Adobe Acrobat .pdf	Nine months after NTP
8.2	Final report combining deliverables from Tasks 2-6 (C.5.8.1)	One	Adobe Acrobat .pdf	10 months after NTP
8.3	Draft Rock Creek West Corridors Planning Report and interactive story map (C.5.8.2)	One	Adobe Acrobat .pdf and ESRI Storymap	10 Months after NTP
8.4	Final Rock Creek West Corridors Planning Report and interactive story map (C.5.8.2)	One	Adobe Acrobat .pdf and ESRI Storymap	11 Months after NTP
C.5.9 - TASK 9 ROCK CREEK WEST EQUITABLE COMMUNICATIONS AND ENGAGEMENT				
9.1	Equitable Communications and Engagement Strategy (C.5.9.3.1)	One	Adobe Acrobat .pdf format	Within three weeks after NTP
9.2	Event planning for meetings and workshops (C.5.9.3.2)	Up to 10	In-person or video conference	TBD – two to three weeks prior to each meeting or workshop
9.3	Training orientations with staff (C.5.9.3.2.b)	Up to 2	In-person or video conference	TBD – within one week prior to each workshop
9.4	Panel/presenter preparation (C.5.9.3.2.b)	Up to 10	In-person or video conference	TBD – within one week prior to each meeting
9.5	Public Meeting Facilitation (C.5.9.2), (C.5.9.3.2)	Up to 10	In-person or video conference	TBD – at each meeting
9.6	Post-meeting debrief memo for each meeting (C.5.9.3.2.e)	Up to 10	In-person or video conference	TBD – within one week after each meeting
9.7	Social Media content – posts and live streaming C.5.9.3.2.f)	Up to 40	Excel/ video recording	TBD – prior to and during each meeting

F.2.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, vendorportal.dc.gov.

G.2.2 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4.

G.2.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 The District shall not make final payment to the Contractor until the agency CFO has received the CO's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

G.4.1 PARTIAL PAYMENTS

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
 - "Payment will be made on completion and acceptance of each percentage or stage of work in accordance with the prices stated in the Schedule in Section B"; and

c) Presentation of a properly executed invoice.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

- G.5.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.
- G.5.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3** Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT ACT

G.6.1 Interest Penalties to Contractors

- G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

- G.6.1.1.1** The date on which payment is due under the terms of this contract;
- G.6.1.1.2** Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;
- G.6.1.1.3** Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or
- G.6.1.1.4** 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.
- G.6.1.2** No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:
- G.6.1.2.1** 3rd day after the required payment date for meat or a meat product;
- G.6.1.2.2** 5th day after the required payment date for an agricultural commodity; or

G.6.1.2.3 15th day after any other required payment date.

G.6.1.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

G.6.2.1.1 Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

G.6.2.1.2 Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

G.6.2.2.1 3rd day after the required payment date for meat or a meat product;

G.6.2.2.2 5th day after the required payment date for an agricultural commodity; or

G.6.2.2.3 15th day after any other required payment date.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

- G.6.3.2** The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB
Director, Contracts, Procurement and Grants
Office of the Deputy Mayor for Planning and Economic Development
1015 Half Street SE, Suite 675
Washington, DC 20003
Telephone (202) 724-8111
Email: jacque.mcdonald@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.8.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.8.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINISTRATOR (CA)

- G.9.1** The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;
- G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The address and telephone number of the CA is:

Erkin Ozberk, Senior Neighborhood Planner
DC Office of Planning
1100 4th Street, S.W., Suite E650
Washington, DC 20024
Telephone (202) 442-7707
Email: erkin.ozberk@dc.gov

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2015-4281, Revision No. 20, dated October 20, 2021, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PREGNANT WORKERS FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

(1) Pay;

(2) Accumulated seniority and retirement;

(3) Benefits; and

(4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

- (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
- (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

Delete Article 35, 51% District Residents New Hires Requirements and First Source Employment Agreement, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Section **H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT** in its place:

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

- H.5.1** For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).
- H.5.2** The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:
 - (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
 - (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.
- H.5.3** The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.
- H.5.4** The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.
- H.5.5** The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.
- H.5.6** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

- H.5.7** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes**.
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.
- H.6 RESERVED**
- H.7 RESERVED**
- H.8 RESERVED**
- H.9 SUBCONTRACTING REQUIREMENTS**
- H.9.1 Mandatory Subcontracting Requirements**
- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor

performs less than 35% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the “Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant’s criminal history for the purposes of employment;
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
 - (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
 - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11 DISTRICT RESPONSIBILITIES

Reserved

H.12 CONTRACTOR RESPONSIBILITIES

Reserved

H.13 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the solicitation (See Section L.3.1) and the resultant contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the CO at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the CO for any proposed substitution of key personnel.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

Delete Article 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor’s business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District’s or the Contractor’s rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.
3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such

subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- 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 have its insurance broker or insurance company submit a Certificate of Insurance to the 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. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and 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 by the CA, 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 and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

General liability, commercial auto, workers' compensation and property insurance policies (if applicable to this agreement) shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies 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, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, 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 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

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).

DMPED should collect, review for accuracy and maintain all warranties for goods and services.

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, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
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.

All insurance required by paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
5. Employment Practices Liability - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed to cover the defense of claims arising from employment related wrongful acts including but not limited to: Discrimination, Sexual Harassment, Wrongful Termination, Workplace Torts, "Bullying" in "any location" and "by any means," including the Internet, whether between employees of contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. Contractor will indemnify and defend the District of Columbia should it be named co-defendant or be subject to or party of any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by Contractor. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.
6. 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.
7. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 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 District and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. 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.

- D. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by 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.
- E. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor’s liability under this contract.
- F. 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 District of Columbia.
- G. MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- H. 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 coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. 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.
- I. CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia
And mailed to the attention of:**

Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB
Director, Contracts, Procurement and Grants

Office of the Deputy Mayor for Planning and Economic Development
1015 Half Street SE, Suite 675
Washington, DC 20003
Telephone (202) 724-8111
Email: jacque.mcdonald@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).

- J. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District 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.
- K. **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 the equivalent by any other rating agency) and licensed in the District.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this RFP will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended

- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 DISPUTES

Delete Article 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 14, Disputes, in its place:

14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

- (a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
 - (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;
 - (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
 - (iii) The Contractor's request for relief or other action by the CO.
- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.
- (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and

- (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.
- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
- (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.
- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
 - (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
 - (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
 - (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.

- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

I.12 CHANGES

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes in its place:

15. Changes:

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **clause 14 Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the contract, unless the CO:
 - (1) Agrees with the Contractor, and if applicable the subcontractor, on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;

- (3) Makes a written, binding commitment with the Contractor to pay for the additional work within thirty (30) days after the Contractor submits a proper invoice; and
- (4) Provides the Contractor with written notice of the funding certification.

(c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:

- (1) Within five (5) business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
- (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within ten (10) days of receipt of payment from the District; and
- (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.

(d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

I.13 NON-DISCRIMINATION CLAUSE

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

19. Non-Discrimination Clause:

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (a) Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:
 - (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
 - (2) The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital

status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:

- (a) employment, upgrading or transfer;
 - (b) recruitment, or recruitment advertising;
 - (c) demotion, layoff or termination;
 - (d) rates of pay, or other forms of compensation; and
 - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b)(1) and (b)(2) concerning non-discrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph 19(b)(2).
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.
- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses, i.e., paragraphs 19(b)(1) through (b)(9) of this clause, so that such provisions shall be binding upon each subcontractor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.14 COST AND PRICING DATA

Delete Article 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination No. 2015-4281, Revision No. 20, dated October 20, 2021
J.3	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice 2022 available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet 2022 available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.7	Tax Certification Affidavit available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.8	Subcontracting Plan (if required by law) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.9	First Source Initial Employment Plan (if contract is \$300,000 or more) available at http://ocp.dc.gov , under Quick Links click on “Required Solicitation Documents”
J.10	Contractor Experience Questionnaire Form available at http://ocp.dc.gov click on “OCP Solicitations then click on Required Solicitation Documents”
J.11	Past Performance Evaluation Form available at http://ocp.dc.gov click on “OCP Solicitations then click on Required Solicitation Documents”

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Bidder/Offeror Certification Form

available at <http://ocp.dc.gov>,
under Quick Links click on “Required Solicitation Documents”

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 SELECTION OF NEGOTIATION PROCESS

In accordance with 27 DCMR § 1632, after evaluation of the proposals using only the criteria stated in the RFP and in accordance with weightings provided in the RFP, the CO may elect to proceed with any method of negotiations, discussions or award of the contract without negotiations, which is set forth in subsections (a), (b), (c), or (d) of 27 DCMR § 1632.1. If the CO elects to proceed with negotiations under subsection (c) of 27 DCMR §1632.1, the CO may limit, for purposes of efficiency, the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

L.2 PROPOSAL ORGANIZATION AND CONTENT

- L.2.1** This solicitation will be conducted electronically via email to lindel.reid@dc.gov. To be considered, an offeror must submit the required attachments via email to lindel.reid@dc.gov with the subject line: **"Proposal in Response to Solicitation No. DCBD-2022-R-0001 – Rock Creek West Corridors Planning"** before **2:00PM local time, Tuesday, January 22, 2022**. Paper, telephonic, telegraphic, and facsimile proposals may not be accepted.
- L.2.2** All attachments shall be submitted as a .pdf file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.
- L.2.3** The offeror shall submit two (2) attachments in its electronic submittal: (1) a technical proposal, and (2) a price proposal. **Please note that each attachment is limited to a maximum size of 25 MB.**
- L.2.4** The offeror shall label each attachment, i.e., "Technical Proposal", "Price Proposal."
- L.2.5** Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.

L.2.6 Offerors shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.

L.2.7 The District will reject any offer that fails to include a subcontracting plan that is required by law.

L.3 TECHNICAL PROPOSAL

The proposal shall include all of the information outlined in this Section. Each offeror shall submit a 1-2 page executive summary outlining offeror's overall proposal, including a brief description of its organization's mission, history, and philosophy, and describing how the work set forth in Section C, Statement of Work will be accomplished in sufficient detail to permit the District to evaluate it in accordance with Section M, Evaluation Factors.

L.3.1 Section 1 - Knowledge and Experience:

The Offeror shall describe its organization's experience with multidisciplinary coordination efforts and planning services for the development of neighborhood plans; with planning processes centered around topics of urban design, land use, housing, economic development, placemaking, transportation, and sustainability. Offeror shall demonstrate its knowledge with applying a racial equity lens to planning processes, policy recommendations, and community engagement; and demonstrate its experience with the engagement of government agencies and community stakeholders including residents, businesses, property owners, civic organizations, advocacy groups, and elected officials. Offeror shall also describe its ability to lead and facilitate multi-day community design charrettes, including strategic communications across an array of traditional and digital platforms aimed at diverse audiences.

L.3.2 Section 2 – Qualifications of Key Personnel:

The Offeror shall provide the identity and describe the qualifications of key personnel, team members, and subcontractors to be involved with this project, including their project assignments and the extent of their participation. The offeror should describe its key personnel and project teams and those of its subcontractors, demonstrating their capability and experience. The offeror should include resumes of all assigned personnel as attachments to the proposal.

L.3.3 Section 3 – Technical Approach:

Offeror shall provide a narrative description of no more than 8 pages of its project approach, including Offeror's understanding of the goals of the project; and Offeror's project approach to fulfill the requirements outlined in the Scope of Work, including proposed staffing plan and staffing pattern, and anticipated data sources with rationale that demonstrates the Offeror's ability to provide the required services and deliverables. Proposal should describe Offeror's approach to working with the District to meet the project goals, highlighting experience incorporating a racial equity lens to analytical and technical deliverables.

L.3.4 Section 4 – Past Performance on Similar Projects:

L.3.4.1 Offeror shall provide, with proposal, the completed Experience Questionnaire (Attachment J.10) listing all contracts (minimum two), including ongoing contracts, in which the Offeror has performed similar work in the past five (5) years. Work is similar, if the function, responsibilities, and duties of the Offeror are essentially the same as the required services described in Section C.5; and

L.3.4.1.1 Offeror shall provide a minimum of three (3) references listed in the Experience Questionnaire (Attachment J.10), and that are satisfactory or better, as described in the instructions and rating criteria on page 2 of the District’s Past Performance Evaluation Form (Attachment J.11).

L.3.6 Section 5 – Attachments: The Offeror shall complete and provide in this section, the following documents and pertinent information:

A. Solicitation, Offer and Award form; and

B. Attachments referenced in Section J (Excluding Attachments J.1, J.2, J.5 and J.6).

L.4 PRICE PROPOSAL

L.4.1 The Offeror shall identify this portion of the proposal as the “PRICE PROPOSAL”, and attach it separately from the remainder of the proposal. The price proposal will be evaluated separately from the Technical Proposal. Price data shall not be presented in the technical portion of the proposal.

L.4.2 The Offeror shall submit the price information in the manner and format stated in Section B, Contract Type, Supplies or Services and Price/Cost, and shall conform to the requirements of that Section. Offeror shall submit pricing for all Contract Line Item Numbers (CLINs). Proposals that fail to provide pricing for each CLIN may be considered unacceptable.

L.5 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC

In addition to the proposal submission requirements in Section L.2 above, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure under D.C. Official Code § 2-534. Redacted copies of the offeror’s proposal must be submitted by e-mail attachment to the contact person designated in the solicitation. D.C. Official Code § 2-536(b) requires the District to make available electronically copies of records that must be made public. The District’s policy is to release documents relating to District proposals following award of the contract, subject to applicable Freedom of Information Act (FOIA) exemption under § 2-534(a)(1). Successful proposals will be published on the OCP website in accordance with D.C. Official Code § 2-361.04, subject to applicable FOIA exemptions.

L.6 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.6.1 Proposal Submission

- L.6.1.1** Proposals must be emailed to lindel.reid@dc.gov no later than the closing date and time. Late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time will not be accepted.
- L.6.1.2** Paper, telephonic, telegraphic, and facsimile proposals may not be accepted or considered for award.
- L.6.1.3** It is solely the offeror's responsibility to ensure that it begins the email submission process in sufficient time to get the attachments transmitted before the closing time. **You may use Microsoft Edge, Mozilla Firefox (esr 17 or esr 24), Safari (4 or 5), Mobile Safari (6 or 7), or Google Chrome 26 to upload the attachments.**

L.6.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal at any time before the closing date and time for receipt of proposals.

L.6.3 Late Proposals

The District's will not accept late proposals or modifications to proposals after the closing date and time for receipt of proposals.

L.6.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.7 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relating to this solicitation, the prospective offeror shall submit the question electronically via email to lindel.reid@dc.gov. The prospective offeror should submit questions no later than five (5) days prior to the closing date and time indicated for this solicitation. The District may not consider any questions received less than five (5) days before the date set for submission of proposals. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

L.8 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.8.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.8.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.9 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include pricing for the option year(s).

L.10 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.11 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

L.12 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.13 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.14 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to:

Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB
Director, Contracts, Procurement and Grants
Office of the Deputy Mayor for Planning and Economic Development
1015 Half Street SE, Suite 675
Washington, DC 20003
jacque.mcdonald@dc.gov
Re: Contract No. DCBD-2022-C-0001

L.15 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation via email to lindel.reid@dc.gov. The District must receive the acknowledgment by the date and time specified for receipt of proposals. An offeror's failure to acknowledge an amendment may result in rejection of its offer.

L.16 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted under 27 DCMR § 1632.1(c), all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at a designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation. After evaluation of best and final offers, the CO may award the contract to the highest-ranked offeror, or negotiate with the highest ranked offeror in accordance with 27 DCMR § 1634.

L.17 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.17.1 Name, address, telephone number and federal tax identification number of offeror;

L.17.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. If the offeror 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 offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.17.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.18 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.19 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the District.

L.19.1 To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.*;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

L.19.2 If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

L.20 PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference via Microsoft Teams will be held on **Tuesday, December 14, 2021, at 3:00pm**. Attendees must pre-register for the pre-proposal conference by emailing Mr. Lindel Reid, Senior Contract Specialist at lindel.reid@dc.gov. Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the District's final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five working days after the pre-proposal conference in order to generate an official answer. The District will furnish responses via the DMPED and OCP websites. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting proposals, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

L.21 KEY PERSONNEL

L.21.1 The District considers the following positions to be key personnel for this contract: [Project Principal and Project Manager(s)].

L.21.2 The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. Their resumes shall be included. The hours that each will devote to the contract shall be provided in total and broken down by task.

SECTION M - EVALUATION FACTORS

M.1 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. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.2 TECHNICAL RATING

M.2.1 The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

M.2.2 The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good," then the score for that evaluation factor is 4/5 of 40 or 32.

If subfactors are applied, the offeror's total technical score will be determined by adding the offeror's score for each subfactor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two subfactors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation

factor is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following evaluation factors in the manner described below:

M.3.1 TECHNICAL CRITERIA (75 Points Maximum)

Description: These factors consider the Offeror's past performance, experience and key personnel used in performing services similar to the required services as described in Section C. These factors include an examination of the quality of services provided, timeliness in service delivery, business practices and overall satisfaction with the Offeror's performance.

M.3.1.1 Knowledge and Experience (0 – 25 points)

M.3.1.1.1 This evaluation factor considers the overall knowledge and experience of Offeror's team members. Proposal should demonstrate the team's experience with multidisciplinary coordination efforts and planning services for the development of neighborhood plans. – **5 points**

M.3.1.1.2 This factor will be evaluated on the Offeror's demonstrated experience with planning processes centered around topics of urban design, land use, housing, economic development, placemaking, transportation, and sustainability. – **5 points**

M.3.1.1.3 This evaluation factor considers the Offeror's knowledge with applying a racial equity lens to planning processes, policy recommendations, and community engagement. – **5 points**

M.3.1.1.4 The factor will be on the Offeror's demonstrated experience with the engagement of government agencies and community stakeholders including residents, businesses, property owners, civic organizations, advocacy groups, and elected officials. – **5 points**

M.3.1.1.5 This evaluation factor considers the Officer's ability to lead and facilitate multi-day community design charrettes, including strategic communications across an array of traditional and digital platforms aimed at diverse audiences. – **5 points**

M.3.1.2 Qualifications of Key Personnel (0 – 10 points)

M.3.1.2.1 This evaluation factor considers the qualifications of Offeror's key personnel, team members, and subcontractors to be involved with this project, including demonstrated experience in large scale planning and urban design projects for public sector clients and experience in architecture, urban design, placemaking, economic development, zoning regulations, and community engagement. – **10 points**

M.3.1.3 Technical Approach (0 – 25 points)

M.3.1.3.1 This evaluation factor considers the Offeror’s understanding of the goals of the project. Proposal should reflect an understanding of the target audiences in the District of Columbia. – **10 points**

M.3.1.3.2 This factor will be evaluated on the Offeror’s approach to meeting the requirements outlined in the scope of work; including anticipated data sources with rationale that demonstrates the Offeror’s ability to provide required services and deliverables. Proposal should describe Offeror’s approach to working with the District to meet the project goals, highlighting experience incorporating a racial equity lens to analytical and technical deliverables. – **10 points**

M.3.1.3.3 This evaluation factor considers the Offeror’s proposed staffing plan and staffing pattern to fulfill the required services outlined in the scope of work. – **5 points**

M.3.1.4 Past Performance on Similar Projects (0 – 15 points)

M.3.1.4.1 Evaluation of past performance allows the District to assess the Offeror’s ability to perform and the extent to which the Offeror has performed work for public entities in the past five (5) years. (Work is similar, if the function, responsibilities, and duties of the Offeror are essentially the same as the required services described in Section C.5.) –**10 points**

M.3.1.4.2 This factor considers the extent of the Offeror’s past performance within the last five (5) years in achieving a high degree of overall customer satisfaction. Evaluation of this factor will be based on the quantity and quality of Offeror’s performance on projects of comparable size, scope and complexity, timeliness in service delivery, business practices, and overall satisfaction of Offeror’s performance. – **5 points**

M.3.2 PRICE CRITERION (25 Points Maximum)

The price evaluation will be objective. The offeror with the lowest prices will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 25 = \text{Evaluated price score}$$

M.3.3 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)

M.3.4 TOTAL POINTS (112 Points Maximum)

Total points shall be the cumulative total of the offeror’s technical criteria points, price criterion points and preference points, if any.

M.4 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

M.5. PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 *et seq.*, as amended ("Act", as used in this section), the District shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.5.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

- M.5.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the DSLBD will receive the addition of three points on a 100-point scale added to the overall score.
- M.5.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score.
- M.5.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score.
- M.5.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.8** Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.

M.5.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.5.3 Preferences for Certified Joint Ventures

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a(h).

M.5.4 Verification of Offeror's Certification as a Certified Business Enterprise

M.5.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise.

M.5.4.2 Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

M.5.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.6.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the offeror.

M.6.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.