



TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCEB-2014-T-0003

Caption: The Preparation of an Environmental Impact Statement, Compliance with the National Preservation Act, and Related Planning and Design for Development of Poplar Point

Issuance Date: May 8, 2014

Due Date: May 29, 2014

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Develop (DMPED), is seeking proposals from an experienced Contractor to prepare an Environmental Impact Statement (EIS) for Poplar Point and Anacostia Park, compliance with the National Environmental Policy Act and National Historic Preservation Act, development of a small area plan for Poplar Point, and related planning and design activities for Anacostia Park. The contractor will perform these services in accordance with Attachment A - Statement of Work (SOW) and the contractor's GSA Federal Supply Schedule contract awarded under Environmental Services. Insurance for Professional Services, identifying the District as an additional named insured is required for the contract. The successful contractor shall provide the requirements under a firm fixed price task order agreement.

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

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, four (4) copies each. Proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCEB-2014-T-0003, The Preparation of an Environmental Impact Statement, Compliance with the National Preservation Act, and Related Planning and Design for Development of Poplar Point."

All proposals must be submitted on 8.5" x 11" paper and typewritten with no more 20 pages in total length, including all items below. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "Technical Proposal". The technical portion shall, at a minimum, address the following:

VICTOR L. HOSKINS, DEPUTY MAYOR

- a) Detailed description of Offeror's knowledge and expertise related to preparation of NEPA Environmental Impact Statements, the NHPA Section 106 process and preparation of small area planning documents for public sector clients.
- b) Identification of key personnel/team members and description of each team members' qualifications/experience. Provide resumes, certifications, and credentials for key personnel and project manager.
- c) Describe past projects and provide a minimum of three (3) references of comparable projects which the Offeror or its major subcontractors or joint venture partners have performed within the past five (5) years. Submission of performance evaluations and letters of references are encouraged.
- d) Narrative describing Offeror's capacity to commit to and complete project tasks, i.e. management/staffing plan.
- e) Describe Offeror's proposed methodology for project management, design/planning activities, and documentation as set forth in the Statement of Work (SOW).
- f) Narrative description of Offeror's understanding of the scope and work plan.

3. Price Proposal

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

- a) The skill category and hourly labor rate.
- b) Completed Price Schedule, Attachment B.
- c) Copy of Offeror's General Services Administration Federal Supply Schedule price list.

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

4. Term of Contract

The term of the contract shall be from the date of award through one year. Please note: Services beyond September 30, 2014, are Subject to the Availability of Funds.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of one (1) one-year option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day

preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

If the District exercises this option, the extended contract shall be considered to include this option provision.

Since the task requirements for the option period have not been designed, the District will negotiate technical and pricing terms of the option with the Contractor.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

6. Hand Delivery or Mailing of Proposal

Deliver or Mail to:

Office of the Deputy Mayor for Planning and Economic Development
Receptionist Desk
1100 4th Street, S.W., Suite E500
Washington, D.C. 20024

7. Proposal Submission Date

The closing date for receipt of proposals is Thursday, May 29, 2014, by 2:00 p.m. local time.

8. Evaluation for Award

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

9. Proposal Evaluation

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

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

Technical Evaluation Criteria

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

A. Knowledge, Expertise and Experience	Point Range
<ul style="list-style-type: none"> • Offeror has specific knowledge and expertise related to preparation of NEPA Environmental Impact Statements, the NHPA Section 106 process and preparation of small area planning documents for public sector clients. 	(15)
<ul style="list-style-type: none"> • Offeror has provided appropriate documentation of staff credentials and proposed key personnel/team members that possesses the necessary qualifications for and experience to fulfill the requirements 	(10)
B. Organizational Capacity	
<ul style="list-style-type: none"> • Offeror has the capacity to commit to and complete project tasks, i.e. management/staffing plan 	(15)
C. Technical Approach/Methodology	
<ul style="list-style-type: none"> • Offeror's proposed methodology for project management, design/planning activities, and documentation as set forth in the Statement of Work has demonstrated how the Offeror intends to complete the project and all deliverables Successfully, including all major tasks and subtasks. 	(15)
<ul style="list-style-type: none"> • Offeror has demonstrated a sound understanding of scope and work plan. 	(5)
D. Past Performance	
<ul style="list-style-type: none"> • Offeror has described past projects and provided a minimum of three (3) references for comparable projects performed within the last 5 years that are satisfactory or better. 	(15)
TOTAL POSSIBLE POINTS	75 Points

10. Determination of Points for Price

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

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

11. Attachments

Attachment A – Statement of Work, Including:

Attachment B – Price Schedule

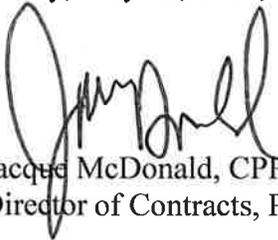
Attachment C – Tax Certification Affidavit

Attachment D – Bidder Offeror Certifications

Appendix A. Poplar Point Location Map

Appendix B. Proposed Action Alternatives Planning and Design Parameters/Requirements

Questions may be referred to Lindel Reid, Senior Contract Specialist, by email at lindel.reid@dc.gov. Questions regarding the solicitation must be received no later than 4:00 p.m. on Friday, May 23, 2014, in order to be considered.



Jacquie McDonald, CPPO, CPPB, SPSM, MBA, MST
Director of Contracts, Procurement and Grants

Enclosures