



D.C. DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

**COMPREHENSIVE FACILITY CONDITION ASSESSMENT AND
SPACE UTILIZATION STUDY**

June 8, 2012

Proposal Due Date: June 22, 2012 by 2:00 p.m. EST

Proposal Delivery Location: Department of General Services
Att'n: JW Lanum
Frank D. Reeves Center
2000 14th Street, NW
Contracts & Procurement Division, 5th Floor
Washington, DC 20009

Pre-proposal Conference: June 14, 2012 at 10:30 a.m. EST
2000 14th Street, 5th Floor

Contact: Tia Mercer
Contract Specialist
2000 14th Street, NW
5th Floor
Washington, D.C. 20003
tia.mercer@dc.gov
Phone: (202) 729-2171

Solicitation Number: DCAM-12-NC-0158

Executive Summary

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals to a contractor to provide documented data to define and determine the short and long term level of capital reinvestment needed to maintain the school facilities as safe, reliable, functional, and more energy efficient government assets. To this end, the Comprehensive Facility Condition Assessment and Space Utilization Study (“the evaluation”) shall provide objective, analytical findings and recommendations that optimally meets the identified needs. It will produce both a physical plan of action, as well as a budget, to satisfy those needs. The District will use the information from the evaluation to determine future capital funding needs, space needs and to identify future physical repair, replacement and upgrade projects.

The selected Contractor shall perform the required services throughout the 2012 fiscal year for all of the facilities listed on **Attachment A**. The contract shall also provide for one additional option year.

A.1 Form of Contract

The Form of Contract will be issued by addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposals premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

A.2 Contractor Fees

The contract awarded pursuant to this RFP will be a fixed unit price contract. Offerors will be required to bid fixed unit prices for each of the facilities listed on **Attachment A**. These unit prices will be the Contractor’s sole compensation for the services required under the contract and should include sufficient funding for all of the Contractor’s costs associated with the work.

Offerors shall submit with their proposal an Offer Letter in substantially the form of **Attachment B** on the Offeror’s letterhead setting forth their unit price for each facility.

A.3 Economic Inclusion

The Department requires that Local, Small and Disadvantaged Business Enterprises (“LSDBEs”) participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. Of this amount, at least thirty five percent (35%) must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) to entities that are certified as Disadvantaged Business Enterprises. The

Department will also require that the selected Contractor and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services and hire fifty-one percent (51%) District residents for all new jobs created on the project. Please see **Part C** of this RFP for additional information.

A.4 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & Past Performance (25 points)
- Key Personnel (25 points)
- Project Management Plan (20 points)
- Price (30 points)

A.5 Procurement Schedule

The schedule for this procurement is as follows:

- | | |
|---|-----------------------------|
| • Issue RFP | - June 8, 2012 |
| • Pre-proposal Conference | - June 14, 2012 at 10:30 am |
| • Last Day for Questions/Clarifications | - June 17, 2012 |
| • Proposals Due | - June 22, 2012 at 2:00 pm |
| • Notice of Award | - July 1, 2012 |

A.6 Attachments

- | | |
|---------------------|--|
| Attachment A | - List of Schools |
| Attachment B | - Form of Offer Letter and Unit Price Per Facility Spreadsheet |
| Attachment C | - Disclosure Statement |
| Attachment D | - Tax Affidavit |
| Attachment E | - Service Contract Act Wage Determination Schedule |
| Attachment F | - Past Performance Evaluation Form |

SECTION B SCOPE OF WORK

B.1 Scope of Work

The selected Contractor shall provide complete condition assessments with associated data to be uploaded and function as the source for the development of a comprehensive repair, alteration, and improvement program for the facilities. The facilities assessment and analytical data will enable the District to plan, manage and analyze data utilizing a single platform. This will enhance the District's ability to develop short, intermediate, and long term capital improvement strategies based on stakeholder needs and will provide for a cost effective operation of the facility based upon the prioritization code for each identified element or component in the study.

The space planning study as a component part of the condition assessment study shall convey to the District the use density, use type and dimensional area of each floor of the subject facilities. This data will allow the District to better realize under and over utilized space and make space planning decisions accordingly.

B.1.1 The Contractor shall provide a complete and thorough visual non-destructive evaluation of the entirety of each facility (exterior and interior), grounds, components, and building systems.

B.1.2 The Contractor shall determine the Facility Condition Index (FCI) of each facility.

B.1.3 The Contractor shall determine the remaining life of each building components.

B.1.4 The Contractor shall use the findings from the facility evaluation to determine the timing and extent of required capital and maintenance expenditures required over the next six years.

B.1.5 The Contractor shall use engineering judgment to determine the most cost effective repair and replacement options to correct all defects observed and defective conditions or lifecycle replacement repair and replacement projects anticipated over the six year study period.

B.1.6 The Contractor shall provide detailed cost estimates for repair and replacement projects required.

B.1.7 The Contractor shall provide a preventative maintenance schedule and cost estimates to extend the useful life of assets.

B.1.8 The Contractor shall provide a plan to strategically and efficiently reduce the current backlog of deferred capital and routine maintenance projects.

B.1.9 The Contractor shall enhance asset planning capabilities by addressing the highest priority and future needs.

B.1.10 The Contractor shall use the District's iPlan™ Sustainable Facility Governance Solution to collect facility assessment and analytical data so that District can plan, manage and analyze data on a single platform.

B.1.11 The Contractor shall produce floor plans for each floor of each facility to show dimension, space usage and furniture layout in sufficient detail to allow DCPS to determine building and footprint size, use characteristics and space utilization.

B.1.12 The Contractor shall be required to maintain a central office that is staffed between 7 am and 5 pm Monday through Friday. This office will be used to manage work associated with this contract and to dispatch work crews as requested by the Department. A separate office need not be established, and it is acceptable if the Contractor elects to run this Project from its current offices. The office should be equipped with telephone lines, a fax machine and e-mail and such other equipment and supplies as are necessary to fulfill the work required under the contract.

B.1.13 Initial Assessment

B.1.13.1 Research the nature of the project, such as building systems, grounds, utilities, support systems, other building components, building requirements, etc. Review all documentation both at the site and at the DCPS offices. The District will make available to the Contractor all documentation it is able to provide in electronic format or hard copy. These may include drawings, assessment reports, and other data. Offeror's should presume that no documentation is available. Contractors shall verify their accuracy before relying on the data. Data must be collected from direct measurements and observations of buildings, and must be based on Contractor's own efforts. All materials provided is for information only and the Contractor shall verify all field conditions. The Contractor is responsible for the accuracy of all statements made in submissions.

B.1.13.2 The Contractor shall be required to conduct a field survey of identified facilities or structures for the purpose of updating and validating existing architectural floor plans. The Contractor shall be required to identify facility status data (age, historical status, construction type, square footage, materials, user/tenants, and functional areas such as offices, mechanical/electrical rooms, etc.); architectural floor plans; and site plan/general development map data (surface man-made site features, and real estate boundary maps). These tasks shall involve coordinating with the District representatives to obtain existing electronic or hardcopy architectural and site development drawings, existing facilities condition assessment reports and other related facilities inventory data.

B.1.13.3 The physical assessment will consist of a limited non-intrusive visual assessment of the buildings and their components. It is expected that generally all aspects of the buildings will be made assessable, including provision to gain access to the roof, interior areas, mechanical, electrical rooms and common areas. Confined spaces or hazardous areas are not expected to be assessed. Flat roofs with safe access are considered accessible however sloped inaccessible

roofing or roofing that is considered unsafe without the use of personal protective equipment will not be accessed.

B.1.13.4 The assessment techniques will generally follow the ASTM standards for property condition assessments (ASTM E2018-01) and consist of a visual assessment of those components that are readily accessible and visible.

B.1.13.5 During the condition assessment for each building the Contractor shall utilize the iPlan tools to collect and upload facility-related data for the specific data elements to be collected as specified in this proposal. Contractor is responsible for ensuring that the data sets are accurate and consistent.

B.1.13.6 The Contractor shall Identify and categorize each major component for predictive maintenance, testing and/or inspection, preventative maintenance, emergency maintenance and/or routine maintenance needs. Prioritize necessary repair, renovation and or replacement actions with estimated cost forecast by the projected year in a format consistent with the requirements of the District of Columbia Pubic Schools (DCPS), as included within attachments to this document.

B.1.14 Component Elements

B.1.14.1 Substructure

Elements shall include the foundations, slabs on grade, basement excavation and walls. The Contractor shall visually evaluate the accessible below grade components for signs of distress (cracking, displacement, insect infiltration, etc.) and document findings with photos.

B.1.14.2 Core and Shell

Element shall include the superstructure (floors, bearing walls, columns, beams, roofs and related structures): exterior closure (exterior walls, windows and doors); and roofing. The Contractor shall visually evaluate the accessible shell components and ancillary elements for signs of distress and document findings with photo logs. This will include cracking, displacement, and connection adequacy, continuity of flashing and seals, and evidence of other types of distress. The Contractor shall check for flashing and connections for proper drainage on walls and check for condition and proper placement of expansion joints. For roofing, Contractor shall access the roof to visually observe the condition of the roof system and any accessories and details. The Contractor shall observe flashing and penetration details for condition and conformance with accepted practice. Documentation of existing roofing warranties, replacement costs and remaining life of facilities.

B.1.14.3 Interiors

Elements shall include interior partitions, doors, and specialties such as toilet accessories, lockers, storage shelving, etc. Stairways and finishes; and interior finishes such as paint and other wall finishes, flooring, and interior ceiling finishes and systems. The Contractor shall

visually evaluate the condition of interior finishes, and document findings with photos.

B.1.14.4 Building Equipment and Systems

Elements shall include the Conveyor systems (elevators, and other vertical transportation and conveying systems), plumbing systems (fixtures, domestic water distribution, sanitary waste, rain water drainage and special plumbing systems such as gasoline dispensing, compressed air, etc.); HVAC Systems; heat generation, rejection, distribution and transfer systems; HVAC controls and instrumentation; and other HVAC support elements; Fire Detection and Suppression Systems (alarm systems, monitoring systems, sprinkler systems, standpipe and hose systems, pumps, fire protection specialties, and special fire suppression systems); Electrical Systems (service and distribution, feeder type (aluminum or copper), lighting and branch wiring, communications and security systems, emergency generators, UPS systems, and electrical controls and instrumentation). Include service points, meters and capacities for all utilities. The Contractor shall visually evaluate the conditions of service, and document findings. For conveying systems, Contractor shall review the maintenance records and available reports on equipment and evaluate the performance and anticipated service life of the systems. Also Contractor shall evaluate equipment for code compliance. For plumbing, HVAC and electrical systems, Contractor shall observe the age, condition, and adequacy of capacity and status of maintenance of these systems and document their findings.

B.1.14.5 Equipment and Furnishing

Elements shall include fixed components of the structure, and non- movable furnishings, office or support equipment. Representative examples include security vaults, commercial laundry equipment, fixed audio-visual equipment, parking control equipment, kitchen and food service equipment, fixed casework and seating etc. The distinction for most equipment is whether it is attached, hard wired or plumbed directly to the building itself. The Contractor shall visually evaluate and note condition of fixed equipment and furnishings, and document findings with photo logs. List of equipment indicating make, manufacturer, rating/capacity, year of manufacture, and location installed shall also be provided in a tabular form.

B.1.14.6 Other Building Construction

Elements shall include special structures and systems that include special security systems, incinerators, kennels, storage tanks, building automation systems, special purpose rooms, etc. The Contractor shall visually evaluate and note the condition of these other building systems and document findings with photos.

B.1.14.7 Building Site Improvements

Elements include grading and drainage; slope stabilization, protection and erosion control; roadways and parking lots (pavement, curb, gutter and appurtenances), pedestrian paving (sidewalks, exterior steps, etc.), site development (fences and gates, recreational facilities, exterior furniture, bridges, flag poles, exterior signage, lighting, etc.), and landscaping (plantings, irrigation systems, etc.). The Contractor shall visually evaluate and note the condition of site improvements, and document findings. For grading and drainage, the Contractor shall observe

the site systems for removal of storm water, and identify any that appear under-capacity or distressed. Also, the Contractor shall evaluate the site with respect to flood potential. The Contractor shall review and document the condition of pavements, curb and gutter, sidewalks and plazas, retaining walls, fences, signs, landscaping and irrigation and present findings with photos.

B.1.14.8 Accessibility

Elements include the Interior and exterior elements, that could present external or internal barriers to accessibility by disabled persons. The Contractor shall conduct a thorough site review to determine major barriers to access to and into the buildings, through the buildings, to restroom facilities, and to other service areas within the buildings. The Contractor shall also review and document ADA compliance requirements per applicable building code for each different type of facilities.

B.1.14.9 Safety and Security

Elements include the Contractor shall evaluate the current ability of the lower-level wall/window systems' performance with respect to blast shrapnel protection. A safety / security review to determine and document hazards and needed improvements in all areas of the building and surrounding site shall be conducted and provide supportive findings with photos. Thoroughly examine the adequacy of the installed fire protection and prevention systems and recommend necessary upgrades or modernization. Identify buildings that are grandfathered or covered under current District of Columbia Building Codes.

B.1.14.10 Access Control

Elements include doors and windows, including hardware and other components; intrusion detection systems and access control. The Contractor shall conduct a review of all potential points of access and determine and document effectiveness of access control. The Contractor shall identify a pattern in faulty hardware system and controls.

B.1.14.11 Hazardous Materials

Elements include building components and stored materials suspected to contain hazardous materials e.g., asbestos, lead, petroleum products, etc. The Contractor shall identify suspected hazardous materials for further study and analysis.

B.1.14.12 LEED Analysis

Elements include analysis of basic building performance relative to achievement of "LEED for Schools" silver certification. The Contractor shall conduct study for design and installation of green roof systems to support Low Impact Development solutions. The Contractor shall thoroughly study existing roof structure, subsurface components, drainage system and structural load limits. The Contractor shall provide recommendations and associated costs for achieving and maintaining the District's goals with regard to LEED and the USGBC.

B.2. Initial Meeting

Within five (5) working days after receipt of the Notice-to-Proceed (NTP), an on-site meeting to review the Scope of Work (SOW) with the Project Managers shall be conducted. The pre-investigation meeting shall be attended by key members of the consultants' personnel performing the evaluation.

B.3 Reports

The Contractor shall develop a report through two submissions, corresponding to 75% and 100% completion. It is important that the deliverables noted below be completed for each submission. The percentage completion is secondary in importance to the requirements specified.

B.3.1 The Contractor shall submit seventy five percent (75%). This submittal shall be complete within 60 days of the Notice-to-Proceed and shall be considered the draft report. Thirty (30) days will be allowed for the District review and comments. At this stage, the Contractor shall advise the District of any more in-depth investigation needed, including destructive testing to facilitate the evaluation. The Contractor will be given instruction by the project manager to proceed with the next submission.

B.3.2 The Contractor shall submit one hundred percent (100%). This submittal shall be in near complete form and shall be provided within forty five (45) days of receipt of comments on the seventy five percent (75%) submittal from the District. After review of the one hundred percent (100%) submission, the Contractor will be given instructions by the project manager to proceed with final submission.

B.4 Project Safety

The Contractor shall ensure that its work is conducted in a safe manner and that appropriate barricades and other safety procedures are employed to ensure the safety of students, teachers and school staff. All such construction barricades and safety procedures shall be subject to the approval of the Department and its Program Manager.

B.5 Key Personnel

The Offeror's personnel shall have the necessary experience and licenses to perform the required work. Toward that end, Offerors should include within the proposal a description of the staff available to perform this work and their qualifications.

B.6 Licensing, Accreditation and Registration

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

B.7 Conformance with Laws

It shall be the responsibility of the Contractor to perform under the contract in conformance with the Department's Procurement Regulations and all statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

B.8 Service Contract Act

The Service Contract Act is applicable to this Project. As such, the Contractor and its subcontractors shall comply with the wage and reporting requirements imposed by that Act. Applicable Wage Rates are attached to this RFP as **Attachment E**.

SECTION C ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, or being a local business enterprise with its principal office located in an enterprise zone. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. Of this amount, 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10th of each month.

SECTION D EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

Each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

D.3.2 Schedule

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

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons

attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.3.4 Topics

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

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor whose proposal conforming to the solicitation is deemed most advantageous to the District.

D.4.1 Experience & Past Performance (25 points)

Offerors will be evaluated as follows based on demonstrated specific experience and past performance on similar projects. The Offeror shall provide the following information for similar projects the Contractor has completed in the past five (5) years:

1. Name, location and owner of facility;
2. Description of work performed by the Offeror including comparisons to the work of this solicitation and constraints on performance of work;
3. Contract amount and time period (start and finish dates);
4. Gross square footage (GSF) assessed;
5. Name, title, address, email address and telephone number of a verifiable representative of the Owner. The Offeror will be responsible to provide valid and accurate contact information.
6. Describe the type of problems encountered and how you dealt with them;
7. Indicate the percentage and type of contract work performed by subcontractors, if utilized. Describe what aspect of the statement of work was performed by subcontractors.
8. Ensure that a minimum of three (3) Past Performance Evaluation Forms (Attachment F) are completed by the contracting entity identified above and submitted to tia.mercer@dc.gov by the closing date and time for proposals.

If the Offeror is a team or joint venture of multiple companies, the Evaluation Panel will consider the experience of each member of the team or joint venture in light of their role in the proposed team or joint venture. This element of the evaluation will be worth up to twenty-five (25) points

D.4.2 Key Personnel (25 points)

Offeror shall identify all necessary key personnel needed to complete the tasks outlined in Section B. At a minimum, Key Personnel shall include the Project Manager to supervise the work and the field personnel to perform the work in the field. Key personnel will be evaluated on their specific experience and past performance on similar projects of the type and complexity to the scope of work in this contract. This evaluation factor considers the education, experience, and knowledge of the key personnel. The Offeror shall provide the following:

1. A resume for each key personnel;
2. A commitment letter shall be included with the proposal on company letter head committing each key personnel for the duration of the contract; and
3. The percentage of time each person will devote to this project.

This element of the evaluation will be worth up to twenty-five (25) points.

D.4.3 Project Management Plan (20 Points)

Offeror shall submit a Project Management Plan which defines their management approach and methodology for completing the tasks specified Section B. At a minimum, the management plan shall address:

1. Knowledge of the process and impediments that must be overcome;
2. The specific roles of the proposed key personnel;
3. A description of the key challenges inherent in this Project and how they will be overcome or mitigated.
4. Organizational Chart; and
5. Identification of a single point of contact for the Offeror

This element of the evaluation is worth up to fifteen (15) points.

D.4.4 Price (30 points)

Offerors are required to bid a fixed unit price per facility (Attachment B) to cover all work specified in Section B. This element of the evaluation is worth up to thirty-five (35) points.

SECTION E PROPOSAL ORGANIZATION AND SUBMISSION

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

E.1 Submission Identification

Submissions shall be proffered in an original and seven (7) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal Comprehensive Facility Condition Assessment and Space Utilization Study."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

D.C. Department of General services
Att'n: JW Lanum
2000 14th Street, NW 5th Floor
Washington, D.C. 20009
Phone: (202)

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 pm E.D.T., on June 22, 2012. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Disclosure Form

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

E.4.2 Executive Summary

Each Offer shall provide a summary of no more than three pages of the information contained in the following sections.

E.4.3 General Information and Firm(s) Data

Each Offeror shall provide the following information for the Contractor and each of its subcontractors.

1. Name(s), address(es), and role(s) of each firm (including all sub-contractor)
2. Firm profile(s), including:
 - a Age
 - b Firm history(ies)
 - c Firm size(s)
 - d Areas of specialty/concentration
 - e Current firm workload(s) projected over the next year
 - f Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.

E.4.4 Experience and Past Performance

Each Offeror should submit the information requested in D.4.1 of this RFP.

E.4.5 Key Personnel

Each Offeror should submit a Project Management Plan that addresses the issues set forth in Section D.4.2 of this RFP.

E.4.6 Project Management Plan

Each Offeror should submit a Project Management Plan that addresses the issues set forth in Section D.4.3 of this RFP.

E.4.7 Price Information

Each Offeror should submit a Price Proposal as described in Section D.4.4 of this RFP. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.8 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

SECTION F BIDDING PROCEDURES & PROTESTS

F.1 Contact Person

For information regarding this RFP please contact:

Tia Mercer
Contract Specialist
2000 14th Street, NW
5th Floor
Washington, D.C. 20003
tia.mercer@dc.gov
Phone: (202) 729-2171

Any written questions or inquiries should be sent to Tia Mercer at the address above.

F.2 Pre-proposal Conference

A pre-proposal conference will be held on June 14, 2012 at 10:30 a.m. EST at the Department of General Services 2000 14th Street, NW, 5th Floor, Washington, DC 20009. Interested Offerors are strongly encouraged to attend.

F.3 Explanations to Prospective Offerors

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

Requests should be directed to Tia Mercer at the address listed in Section F.1 no later than the close of business on June 17, 2012. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was

incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within seven (7) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4721 of the Department's Procurement Regulations (27 DCMR).

F.6 Retention of Submissions

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

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the Department designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

F.9 No Compensation for Preparation of Submissions

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

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

F.12 Non-Responsive Pricing

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

SECTION G INSURANCE REQUIREMENTS

G.1 Required Insurance

The Contractor will be required to maintain the following types of insurance throughout the life of the contract.

G.1.1 Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Five Million Dollars (\$5,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Five Million Dollars (\$5,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.

G.1.2 Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Contractor, or its subcontractors at or in connection with the Work.

G.1.3 Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

G.1.4 Excess umbrella liability coverage (on at least a follow form basis) and when combined with the general liability policy has an aggregate limit of at least Five Million Dollars (\$5,000,000).

G.2 Additional Insureds

Each insurance policy shall be issued in the name of the Contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

G.3 Waiver of Subrogation

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

G.4 Strength of Insurer

All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

DEPARTMENT OF GENERAL SERVICES
Facilities Condition Assessments and Space Utilization
ATTACHMENT A - List of Schools

Item #	School	Ward	School Type / Grade Configuration	Building Sq Ft	Capacity	Modernization Year	ES	MS	HS	EC	Special
62	Whateley	5	EC (PS-8)	87,200	530		87,200				
63	Amidon - Bowen	6	ES (PK-5)	70,800	438	FY12	47,500			70,800	
64	Brent	6	ES (PS-5)	47,500	276						
65	Eastern	6	HS (9-12)	288,800	1,425			288,800			
66	Eliot / Hire	6	MS (6-8)	155,100	850		155,100				
67	Jefferson	6	MS (6-8)	109,000	900	FY13		109,000			
68	Ludlow-Taylor	6	ES (PS-5)	66,900	364	FY13	66,900				
69	Maury	6	ES (PS-5)	46,800	276		46,800				
70	Miner	6	ES (PS-5)	76,900	551		76,900				
71	Payne	6	ES (PS-5)	83,800	497		83,800				
72	Peabody	6	ES (PS-K)	37,800	210		37,800				
73	Prospect LC	6	Special Education	59,200			59,200			37,800	
74	Stuart-Hobson	6	MS (5-8)	105,900	460	FY13				105,900	
75	Tyler	6	ES (PS-5)	69,600	452	FY16-FY18	69,600				
76	Walker-Jones	6	EC (PS-8)	104,200	850		104,200				
77	Watkins	6	ES (PS-4)	69,300	578	FY14		69,300			
78	Willson, J.O.	6	ES (PS-5)	98,900	412	FY16	98,900				
79	Aton	7	ES (PS-5)	57,100	479	FY14					
80	Beers	7	ES (PS-5)	77,500	448	FY13			57,100		
82	Brown, Ronald	7	MS (6-8)	156,000	1,085	FY15-FY16				77,500	
83	Burville	7	ES (PS-5)	95,000	322	FY16	95,000				
84	Davis	7	ES (PS-5)	71,100	507		71,100				
85	Drew	7	ES (PK-5)	72,800	435	FY15	72,800				
86	Harris, C.W.	7	ES (PS-5)	56,000	461				56,000		
87	Houston	7	ES (PK-6)	59,900	507	FY14	59,900				
88	Kelly Miller	7	MS (6-8)	115,000	600		115,000				
89	Kenilworth	7	ES (PS-5)	57,100	425		57,100				
90	Kimball	7	ES (PS-5)	83,400	474						
91	Nalle	7	ES (PS-5)	83,900	460				83,900		
92	Plummer	7	ES (PS-5)	69,400	481						
93	Randle Highlands	7	ES (PS-5)	75,500	520			69,400			
94	River Terrace	7	ES (PS-5)	62,800	281				75,500		
95	Shadd	7	Special Education	72,100			72,100			62,800	
96	Smothers	7	ES (PS-5)	43,000	332		43,000				
97	Sousa	7	MS (6-8)	132,000	775		132,000				
98	Thomas	7	ES (PS-5)	87,600	636	FY18	87,600				
99	Winston	7	EC (PK-8)	137,700	700	FY14	137,700				
100	Woodson, H.D.	7	HS (9-12)	251,100	1,320				251,100		
101	Anacostia	8	HS (9-12)	247,900	1,040						
102	Ballou	8	HS (9-12)	271,300	1,565	FY13	247,900				
103	Ferebee-Hope	8	ES (PS-6)	193,800	521			193,800			
104	Garfield	8	ES (PS-5)	58,908	446			58,908			
105	Hart	8	MS (7-8)	210,700	1,110	FY14	210,700				
106	Hendley	8	ES (PK-5)	73,200	559	FY13	73,200				
107	Johnson	8	MS (6-8)	182,500	1,015	FY13	182,500				
108	Keitcham	8	ES (PS-5)	88,300	461						
109	King, M.L.	8	ES (PS-6)	65,500	525		65,500				
110	Kramer	8	MS (6-8)	154,000	655						
111	Lacke	8	ES (PS-6)	65,000	471				154,000		
112	Malcolm X	8	ES (PK-5)	110,800	571					65,000	
113	Molen / Wilkinson	8	ES (PS-5)	144,900	615	FY16				110,800	
114	Or	8	ES (PS-5)	75,900	392	FY13		144,900			
115	Patterson	8	ES (PS-6)	78,300	368		75,900				
116	Savoy	8	ES (PS-5)	99,975	450		78,300				
117	Simon	8	ES (PS-6)	66,200	549		99,975				
118	Stanton	8	ES (PS-5)	83,800	547	FY14	66,200				
119	Terrell, M.C. / McGogney	8	ES (PS-6)	112,000	366	FY13	83,800				
120	Turner at Green	8	ES (PK-5)	77,700	458			112,000			

DEPARTMENT OF GENERAL SERVICES
 Facilities Condition Assessments and Space Utilization
ATTACHMENT A - List of Schools

Item #	School	Ward	School Type / Grade Configuration	Building Sq Ft	Capacity	Modernization Year	ES	MS	HS	EC	Special
	Total Square Footage			12,658,599	63,929		6,195,803	1,631,192	2,129,487	1,318,500	1,923,317
				0.15	-	# of Facilities	98.0	13.0	19.0	12.0	12.0
				1,851,272.05							

Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Att'n: Mr. Brian J. Hanlon
Interim Director

Reference: Request for Proposals – Comprehensive Facility Condition Assessment and Space Utilization Study

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") to provide Comprehensive Facility Condition Assessment and Space Utilization Study. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal and the Fixed Unit Prices (as defined in paragraph A) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal and the Unit Rate Prices are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

A. The Fixed Unit Prices are: \$ (see attached spreadsheet)

The Offeror acknowledges and understands that the Fixed Unit Prices are a firm, fixed prices and intended to be Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Its: _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
1	Bancroft	79,800	\$ _____
2	Banneker	180,000	\$ _____
3	Bruce Monroe / Park View	82,200	\$ _____
4	Cardozo	355,400	\$ _____
5	Cleveland	53,000	\$ _____
6	Columbia Heights (Lincoln / Bell)	325,217	\$ _____
7	Cooke, H.D.	85,708	\$ _____
8	Oyster - Adams (Adams)	59,400	\$ _____
9	Reed, Marie	162,700	\$ _____
10	Shaw at Garnet-Patterson	82,700	\$ _____
11	Tubman	66,600	\$ _____
12	Ellington	167,500	\$ _____
13	Francis-Stevens	95,100	\$ _____
14	Garrison	60,200	\$ _____
15	Hardy	116,872	\$ _____
16	Hyde-Addison	20,000	\$ _____
17	Montgomery	73,700	\$ _____
18	Ross	22,400	\$ _____
19	School Without Walls	35,680	\$ _____
20	Seaton	65,000	\$ _____
21	Thomson	40,950	\$ _____
22	Deal	181,000	\$ _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
23	Eaton	49,100	\$ _____
24	Hearst	17,400	\$ _____
25	Janney	43,400	\$ _____
26	Key	50,000	\$ _____
27	Mann	21,903	\$ _____
28	Murch	47,700	\$ _____
29	Oyster - Adams (Oyster)	47,984	\$ _____
30	Stoddert	17,400	\$ _____
31	Wilson, Woodrow	271,300	\$ _____
32	Barnard	72,500	\$ _____
33	Brightwood	86,120	\$ _____
34	Coolidge	271,300	\$ _____
35	Lafayette	113,600	\$ _____
36	LaSalle-Backus	63,000	\$ _____
37	MacFarland	110,000	\$ _____
38	Powell	38,500	\$ _____
39	Raymond	73,600	\$ _____
40	Roosevelt	331,900	\$ _____
41	Sharpe Health	80,500	\$ _____
42	Shepherd	79,700	\$ _____
43	Takoma	119,000	\$ _____
44	Truesdell	69,600	\$ _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
45	West	69,600	\$ _____
46	Whittier	66,600	\$ _____
47	Brookland / Bunker Hill	69,400	\$ _____
48	Browne	215,400	\$ _____
49	Burroughs	63,900	\$ _____
50	Dunbar	343,400	\$ _____
51	Emery	63,800	\$ _____
52	Hamilton Center	180,700	\$ _____
53	Langdon	101,400	\$ _____
54	Lee, Mamie D.	45,800	\$ _____
55	Luke C. Moore Academy	27,482	\$ _____
56	Marshall	103,800	\$ _____
57	McKinley	282,200	\$ _____
58	Noyes	51,500	\$ _____
59	Phelps	180,000	\$ _____
60	Shaed	67,200	\$ _____
61	Spingarn	225,000	\$ _____
62	Wheatley	87,200	\$ _____
63	Amidon - Bowen	70,800	\$ _____
64	Brent	47,500	\$ _____
65	Eastern	288,800	\$ _____
66	Eliot / Hine	155,100	\$ _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
67	Jefferson	109,000	\$ _____
68	Ludlow-Taylor	66,900	\$ _____
69	Maury	46,800	\$ _____
70	Miner	76,900	\$ _____
71	Payne	83,800	\$ _____
72	Peabody	37,800	\$ _____
73	Prospect LC	59,200	\$ _____
74	Stuart-Hobson	105,900	\$ _____
75	Tyler	69,600	\$ _____
76	Walker-Jones	104,200	\$ _____
77	Watkins	69,300	\$ _____
78	Wilson, J.O.	98,900	\$ _____
79	Aiton	57,100	\$ _____
80	Beers	77,500	\$ _____
81	Young	70,400	\$ _____
82	Brown, Ronald	156,000	\$ _____
83	Burville	95,000	\$ _____
84	Davis	71,100	\$ _____
85	Drew	72,800	\$ _____
86	Harris, C.W.	56,000	\$ _____
87	Houston	59,900	\$ _____
88	Kelly Miller	115,000	\$ _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
89	Kenilworth	57,100	\$ _____
90	Kimball	83,400	\$ _____
91	Nalle	83,900	\$ _____
92	Plummer	69,400	\$ _____
93	Randle Highlands	75,500	\$ _____
94	River Terrace	62,800	\$ _____
95	Shadd	72,100	\$ _____
96	Smothers	43,000	\$ _____
97	Sousa	132,000	\$ _____
98	Thomas	87,600	\$ _____
99	Winston	137,700	\$ _____
100	Woodson, H.D.	251,100	\$ _____
101	Anacostia	247,900	\$ _____
102	Ballou	271,300	\$ _____
103	Ferebee-Hope	193,800	\$ _____
104	Garfield	58,908	\$ _____
105	Hart	210,700	\$ _____
106	Hendley	73,200	\$ _____
107	Johnson	182,500	\$ _____
108	Ketcham	88,300	\$ _____
109	King, M.L.	65,500	\$ _____
110	Kramer	154,000	\$ _____

DEPARTMENT OF GENERAL SERVICES

Facilities Condition Assessments

Schools

ATTACHMENT B

Item #	School	Building Sq Ft	Unit Price
111	Leckie	65,000	\$ _____
112	Malcolm X	110,800	\$ _____
113	Moten / Wilkinson	144,900	\$ _____
114	Orr	75,900	\$ _____
115	Patterson	78,300	\$ _____
116	Savoy	99,975	\$ _____
117	Simon	66,200	\$ _____
118	Stanton	83,800	\$ _____
119	Terrell, M.C. / McGogney	112,000	\$ _____
120	Turner at Green	77,700	\$ _____
Total			\$ _____

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Brian J. Hanlon	Interim Director
Scott Burrell	Interim Chief Operating Officer
JW Lanum	Interim Associate Director, Contracts and Procurement Division
Camille Sabbakhan	Interim General Counsel
Charles J. Brown, Jr.	Interim Deputy General Counsel

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

C. Brailsford & Dunlavey
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: _____
Name: _____
Title: _____
Date: _____

WD 05-2103 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 11
Date Of Revision: 06/13/2011

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36
01533 - Travel Clerk III		15.49
01611 - Word Processor I		15.63
01612 - Word Processor II		17.67
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60

12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08

15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91

23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63

28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90

31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Name of Organization/Entity
Business Address (include zip code)
Business Phone Number(s)**

**Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

"I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization."

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia.

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

Signature of Authorizing Agent

Title

PAST PERFORMANCE EVALUATION FORM
(Check appropriate box)

OFFEROR _____

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

1. Name and Title of Evaluator: _____
2. Signature of Evaluator: _____
3. Name of Organization: _____
4. Telephone Number of Evaluator: _____
E-mail address of Evaluator: _____
5. State type of service received: _____
6. State Contract Number, Amount and Period of Performance _____

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

Please submit completed evaluation to tia.mercer@dc.gov

RATING GUIDELINES

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

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