



Cheryl R. Bailey, Ph.D.
Acting Executive Officer

Herbert Rouson, Jr., J.D.
Acting Deputy Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Louis W. Parker, MBA
Administrative Officer

AMENDMENT NO. 0002

TO: ALL PROSPECTIVE CONTRACTORS

**AMENDMENT
ISSUE DATE: June 29, 2020**

**SUBJECT: Solicitation No. DCSC-20-RFP -97
DC Courts QA Services**

**PROPOSAL
SUBMISSION
DATE: July 13, 2020 by 2:00 PM
Eastern Standard Time**

Questions and Answers Round 1:

Please see Attachment- A to this amendment 002- "Responses to Questions Posed by Potential Offerors."

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offeror's. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents.

Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey A. Mack

Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 0001 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 002 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-20-RFP -97, DC Courts Quality Assurance Services

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

DCSC-20-RFP-97 DC Courts QA Services

From: Flor Rivera	Q & A Round: 1
Company: DC Courts Capital Projects and Facilities Management Division	Date:
E-Mail: maria.rivera@dcsc.gov	Pages: 1 of 5

This document includes the following:	Pages:
Solicitation Questions & Answers: Round 1	1-5

Cc: Judith.hill@dcsc.gov	
cc: MaryAnn.Satterthwaite@dcsc.gov	

SOLICITATION QUESTIONS & ANSWERS: ROUND 02

1. Should we submit hard copy proposal and electronic proposal?
Answer: Yes, hard copies and electronic copies are required.

2. Is there assigned parking for QAS and inspectors?
Answer: Yes, there is very limited parking located in the Courts parking lot at 515 5th Street. Be advised parking is not guaranteed nor reimbursed.

3. How many buildings will be under construction at one time?
Answer: Reference Attachment J.22 CPFMD Current Projects for specific projects and the corresponding building location for each project.

4. Is public space work involved? If so will DDOT have a team on site?
Answer: Yes, public space activities is currently scheduled to take place on the C Street Phase 2B and 2B.1 project. DDOT will not have a "team" on site however, the GC is required to follow all applicable inspection requirement's as mandated by DCRA.

5. Can the Quality Assurance Inspectors also serve as certified Third party inspectors to sign off on inspections and submit to DCRA?
Answer : No.

6. How is the Courts going to address the contractor working afterhours work (overtime and Saturdays and Sundays)?. Can you provide an estimate of how much overtime is expected or should be budget for our staff working only 40 hours a week?
Answer: Contractor shall plan its coverage based on the projects identified in Attachment J22 CPFMD Current Projects, future projects which are typically at night as well, based on the workhours as identified in Section C.3.2.24. It is expected that the Contractor will coordinate and adjust its coverage during the 40-hour week accordingly. An estimate of 100 hours overtime is envisioned.

7. Tab D of L.22.3 PROPOSAL INFORMATION - Volume I - Technical Proposal shall comprise the following tabs and information:
*"A **Staffing Plan** aligned with the QA Plan to illustrate how the Contractor proposes to implement a Quality Assurance program that will meet the requirements detailed in the RFP. Contractor shall reference the Courts planned projects schedule as identified in attachment J.22 for developing the staffing plan."*

Can you provide technical data (size, technical requirements, special expertise needed) of each individual project listed on Attachment J.22 so we can staff accordingly?

Answer: Reference response to question #6 above.

DCSC-20-RFP-97 DC Courts QA Services

8. Page 2, Literal B.4-ESTIMATED COST, FIXED FEE, AND OBLIGATED AMOUNT states:
“The Offer shall not exceed six (6) full time employees (FTE’s) in responses to this RFP.”
Are the expectations that only 6 people will be needed for all the projects listed on Attachment J.10?

Answer: Yes.

9. Will an electronic only submission suffice, or do hard copies need to be sent?

Answer: Hard Copies are required as well as electronic copies. See Page 3:

“Bids/Proposals shall be hand delivered (Hard Copies) to be delivered between 11:00 AM- 2 00: PM to the following address:

**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Flor Rivera, Contract Specialist
701 7th Street, N.W., Suite 612
Washington, D.C. 20001**

10. If hard copies are needed, can they be mailed, or will only hand delivered by a JMT staff member?

Answer: On July 13, between 10 Am and 2 PM they will be received at indicated location.

11. In section L.23.3.1 it states: A separately bound price proposal must be submitted using the format provided in **Section B** of this RFP. The price furnished by the offeror shall be detailed/itemized for the services set forth in **Section C** on Attachment K. The offeror's price proposal shall become a part of the awarded contract. The offeror's price proposal shall include all costs for the required services.
- Section B of the RFP on page 2 is labeled **SECTION B - SUPPLIES OR SERVICES AND PRICE/COST**. Is this the correct section? I did not see any pricing information here.
 - Also, Attachment K in the RFP is the Reqs and Certs document, and there is no Section C. In the zip folder of attachments, there were only attachments labeled “J”. Where can I find this information?

Answer:

Delete: section L.23.3.1 it states: A separately bound price proposal must be submitted using the format provided in Section B of this RFP. The price furnished by the offeror shall be detailed/itemized for the services set forth in Section C on Attachment K. The offeror's price proposal shall become a part of the awarded contract. The offeror's price proposal shall include all costs for the required services.

Replace by:

L.23.3.1 A separately bound price proposal must be submitted using the format provided in Section L 22.4 of this RFP. The price furnished by the offeror shall be detailed/itemized for the services set forth on Attachment J.10 (Both Tabs: Budget Summary & Budget Template). The offeror's price proposal shall become a part of the awarded contract. The offeror's price proposal shall include all costs for the required services.

12. Where do we submit attachments J2, J3, J4, J5, and J7? I did not see where they asked in the RFP but they are attachments with the RFP.

Delete Page 51: **L.22.4 Volume II – Price Proposal shall comprise the following**

DCSC-20-RFP-97 DC Courts QA Services

Tab B	Contractual Information – all other required information specified in Clause L.10
-------	---

Tab B	Contractual Information – all other required information Attachments J2, J3, J4, J5, J7 and acknowledgement of amendments
-------	---

13. Is the Past Performance attachment required with our submission? I did not see that requirement that the form needed to be submitted with the projects.

Answer: Yes, the Past Performance Questionnaire is required to be submitted with the response to this solicitation.

14. Also, if we have a past performance questionnaire filled out on a different form, can we include that, or must it be on your attachment?

Answer: The Past Performance Questionnaire included with Attachment J.21 is required to be used. The responder is not allowed to use past performance documents from other solicitations.

15. "Is there any part of work that can be done remotely by our staff or the staff has to be on site for 8 hours every day?"

Answer: No. The Contractor shall provide onsite monitoring and inspections during the hours specific to each project.

16. 1: As per Section F.4 there are four key positions such as (1) Project Manager/Quality Assurance Superintendent (2) General Architectural Inspector (3) Electrical Inspector and a Mechanical Inspector. However as per section B.4 "Offer shall not exceed 6 full time positions". Can you specify what the other two non-Key positions are?

Answer: Reference Section F.4 which identifies the quantity for each position. The Contractor shall identify "one (1) Project Manager/Quality Assurance Superintendent, two (2) General Architectural Inspectors and three (3) Electrical Inspector(s) and/or Mechanical Inspector(s)." The position noted shall be adjusted by the Contractor based on the requirements of the projects.

17. Please provide required qualifications and experience for the two non-key positions if the total requirement is for 6 positions?

Answer: All qualification requirements are reflected in Section F.4.

18. We are assuming that all the 6 positions will be full time (40 hours/Week). Is that correct?

Answer: Yes. In addition, reference response to question #6 above.

19. Do we need to provide resumes for all the 4 Key Positions?

Answer: Resumes and CV shall be provided for all 6 positions.

20. Will the Government provide office space, and other equipment needed such as Lap Top, cell phone, safety equipment etc. for our staff?

Answer: No. The Courts will only provide individual space for the Contractor's personnel and a desktop computer for its use. Laptops, cell phones, safety equipment etc. will not be provided.

21. During pre-proposal conference it was informed that most construction work will be done during night. Does that mean our staff will also be working during night?, if so how overtime is to be compensated considering that is a Firm Fix Price Contract?

Answer: Yes. Reference response to question #6 above.

DCSC-20-RFP-97 DC Courts QA Services

22. Price table requires us to provide labor cost for base year and option years as a lump sum cost for all the labor. Should we provide this as lump sum cost for all the proposed labor or separately for each proposed position with hourly rates?

Answer: The excel table has two tabs, see the second Tab where contractor is to propose labor for and hourly rates for each position.

23. B.1 – Requires Subject Matter Experts (SME's) in 12 fields per B.1, yet we are only allowed 6 FTEs per B.4. The term SME is perhaps misleading?

Answer: The Courts require knowledgeable and qualified inspectors for the disciplines noted. "SME" in each discipline is not required.

24. C.2.2 – Is the Recorder of Deeds building indeed part of the work scheduled for the contract period?

Answer: The Recorder of Deeds Building is still in the planning stages. Awarded of the project is still TBD.

25. F.5 – Please clarify ninety (90) days vs one-hundred ninety (190) days for personnel changes?

Delete: F.5 Changes to Key Personnel (First paragraph)

The personnel specified in F.4 above are deemed key team personnel for success of the project. During the ninety (90) calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution.

Replace with: The personnel specified in F.4 above are deemed key team personnel for success of the project. During the first one hundred and ninety (190) calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution **Answer:**

26. H.8.b – This statement indicates that weekend or off-hour work is to be done without additional compensation. This is not compliant with Department of Labor minimum wage requirements as related to night time differential compensation. Also, if this work is over and above a standard forty (40) hour work week, then compensation is due for time worked.

Answer: The Contractor is expected to be present while work is taking place. In addition, Reference response to question #6 above.

27. Per our experience with past solicitations for QA Services with DCSC, they have requested that an Electrical SME role be included in the "Key Personnel" for QA Services. It seems that that role has been deleted from this solicitation in terms of the "Key Personnel." Is the Electrical SME not included in this proposal? Does the Court understand the implication of this omission?

Answer: Correct. Electrical SME is not included with this request, an electrical inspector whom meets the qualification noted is required.

28. H.7 – The solicitation does not speak to the unknowns around the pandemic and/or civil unrest issue which is a very real concern in our present times? Are overhead costs going to be paid if the Government impacts contractual work schedules? How does the Court plan to handle these situations should they arise with regard to the prospective contract?

Answer: The Contract scheduled to be awarded is a Firm Fix Price Contract. Construction activities on all projects has continued throughout the COVID pandemic.

29. L.22.3 – Tab E is listed as "Proposal & Disclosure" while in M.3 "Evaluation Criteria" Tab E (or Proposal Section E) seems to be "Price Proposal?" Please clarify.

Answer: Correct

DCSC-20-RFP-97 DC Courts QA Services

30. What are the hours for night work? Is there a night differential?

Answer: Reference Section C.3.2.24. No

31. Are all jobs to be permitted by DCRA?

Answer: No. There are projects that does not require a DCRA permit. The required services on these projects remain unchanged.

32. Should inspections take place at night?

Answer: Yes, if required. Support is based on the individual project schedule.

33. Is a security clearance required?

Answer: No. Personnel assigned shall be able to pass the National Agency Check Inquiry (NACI) to obtain a Courts badge.

34. Is there a need for automobile insurance since the person will have to walk the sites?

Answer: The Contractor shall provide applicable insurance as identified within the solicitation.