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Geoffrey A. Mack
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AMENDMENT NO. 0003

TO: **ALL PROSPECTIVE CONTRACTORS**

AMENDMENT
ISSUE DATE: **February 8, 2024**

SUBJECT: **Solicitation No. DCSC-24-RFP-0170**
DC Courts CM and Quality Assurance Services

PROPOSAL
SUBMISSION
DATE: **March 15 by 10:00 AM -12:00 PM**
Eastern Standard Time

This Amendment (“Amendment”) No. 1 is issued and hereby published on the Courts’ website and effective as of the date shown above. Except as modified hereby, the RFP remains unmodified.

Please see Attachment- A to this Amendment 0003 – “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 0003 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 003 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-24-RFP-0170 DC Courts Cm Services

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

From: Flor Rivera	Q & A Round: 3
Program: Capital Project Facilities Management Division	Date:
Email: maria.rivera@dccsystem.com	Pages: 6

cc: Judith.Hill@dccsystem.gov	DC Courts
cc:	
cc:	
cc:	

This Document includes the following:

-Solicitation Questions & Answers Round: 03

SOLICITATION QUESTIONS & ANSWERS: ROUND 03

1. Are there pages missing for attachment J.21 Contract Requirements Matrix? There are no listed deliverables for any project phase beyond Procurement (no construction or post-construction). **Yes, there are some pages missing. Enclosing Excel sheet with all the requirements.**
2. What are DC Courts concerns if any, related to the transition from Design Bid Build Projects to Progressive Design Build projects? **The Courts is not completely transitioning from DBB to DB. The procurement strategy will vary by project.**
3. What tasks regarding Construction Quality Management will be the responsibility of the awardee of DCSC-23-RFP-0166 and what will the responsibility of the awardee of DCSC-24-RFP-0170? **Refer to sections C and F in each respective RFP.**
4. How do the technical communication and management requirements differ between the Capital Project Branch (\$40-50M annually) and the Facilities Management Branch (\$2-3M annually) **Projects from the Capital Projects and Facilities Management branches should be managed consistently.**
5. On Tab C - Proposed CMa Team Organization / Key Personnel Page 106. Is requirement #5 missing or misnumbered? **It was misnumbered, there is no number 5.**
6. Would providing a letter of all amendments satisfy the requirements for Section L.9.1 Certifications, Affidavits, and other submissions. **No, All attachments and certifications shall be submitted under Volume II – Price Proposal.**
7. The Section states: "all pages must be numbered". Does this include cover pages, table of contents, table of tables, attachments, and appendices. **All pages should be numbered.**

8. Section C.5 states CMA and QA services are presently procured under separate contracts. Will there be an overlap between these existing Contracts and the new Construction Management and Quality Assurance Services Contract? If there is an overlap, what is the anticipated duration? **The overlap of these contracts is currently being discussed within CPFMD, any overlap is to be determined.**
9. Section H.5.2 states that full-time personnel shall be dedicated. Is there a minimum number of full-time personnel expected to be dedicated to the Contract? **There is no expectation for a minimum number of full-time dedicated personnel (p. 40 details that we are looking for a minimum of 12 persons - FTE, Dual Role & STTA are not specified). This should be included in Tab C of the technical proposal and will be evaluated.**
10. How long after award of the Contract will new personnel be expected to start on site? **At the execution of the contract, which is anticipated 7-10 days after award.**
11. Working Hours for the PMO: normal business hours with 11 Federal (paid) holidays? Or something else (extended hours, overnights, weekends, holidays, etc.) **Refer to section H.5.2 "The Court's regular business hours are Monday through Friday, 8:30 am – 5:30 pm; CM/PM personnel are expected to support the CPFMD team during these working hours and be present at the Court's office building. Due to the operational necessity for many construction projects within the Courts buildings to occur outside of regular business hours, oversight by the CMA team is required during this period."**
12. L.23.1-3, Pg. 108
Please specify whether the Summary Budget detailed in Section L.23.2 and L.23.3 are the same as the J.10 and J.10A summary budget attachments detailed in Section L.23.1. **No, it is not. The summary budget provides an explanation of how the J.10A was put together. Follow instructions on L.23.6.**
13. L.23.4 Pg. 108
For the required budget narrative, is it the expectation that an explanation be provided for every Budget Detail Summary item in J.10A. **Yes**
14. Please provide the current staffing levels and positions for the existing CM contract and Quality Assurance contract. **The current CM team consists of a CM Lead (FTE), one Estimator (PTE), four Project Managers (FTE), two Assistant Project Managers (FTE), and one Scheduler (PTE). The current QA team consists of one QA Superintendent (FTE) and five Inspectors (FTE).**
15. Does a Project Management Office (PMO) currently exist? **No**
16. Is it the expectation that the awardee is responsible for establishing a PMO from scratch? **Yes, in collaboration with the PgM team.**
17. F.5.5.2, Pg. 43
Is the Cost Estimator a Dual Role? **No**

18. F.5.5.11 - 5.5.19, Pgs. 52-64

For the QA inspectors, could Master Licenses in the respective trade fields satisfy the credential requirement? **Yes, the listed credentials for these roles are preferred, not required.**

19. F.5.3 Pg. 40-41

There are several "as-needed" roles listed Pg.40-41. Can the 365-day commitment requirement exclude these roles considering that they are not full-time equivalents as they will likely be working on other assignments? **The "as-needed" roles may be excluded from the 365-day commitment.**

20. C.7.9.2 D. Pg. 19

Please confirm that the Primavera licenses costs are reimbursable? How many licenses will be required? **No, Primavera licenses are not cost reimbursable. Primavera ownership is required to meet contract requirements.**

21. C.7.14.2 Pgs. 26-27

Tools for Technology Management (Procore, Oracle, Manager Plus, FM Systems, Primavera & Microsoft Project) - is it the Court's intent to integrate into a singular platform for efficiency? Is the awardee expected to have a working knowledge of each system? **Currently, there is no plan to integrate into a singular platform. The awardee is not expected to have a working knowledge of each system at the time of award.**

22. C.7.15 Pg. 28

Per the CMA/PMO's approved risk management plan (in the CMAp and PMPs). Solicitation Requirement TAB D asks for CMAp and Quality Management Plan. Please clarify that a PMP is not required. **A PMP is not required as part of TAB D; only the CMAp and QMP.**

23. I.9.7 Pg. 82

Commercial Umbrella or Excess Liability of \$10,000,000. Given that this procurement is for professional services not a contractors (trades), can this amount be lowered to \$3,000,000?. **Yes**

24. I.9.13 Pg. 83

Are Certificates of Insurance required as part of submission? If so, which volume should they be placed in? **No, they can be submitted once award is made.**

25 L.2.4 Pg. 98

Each offeror shall return the complete solicitation in its proposal - please verify if this is correct. **No, this requirement is removed.**

25. Attachment J.8

Please specify how many Attachments J.8 Past Performances are required. **Provide a minimum of five (5) and maximum of ten (10) past performance examples the offeror has been involved in within the last five (5) years.**

Attachment A- Page 4

26. Attachment J.24

Please specify where Attachment J.24 BioData Sheets should be placed in the submission. **They should be included in the Cost proposal.**

27. Attachments J2, J3, J4, J5, J7, J8

Please specify where these documents should be placed in the submission.
They should be included in the Cost proposal.

28. Is the awardee responsible for plan reviews during the D-B process? **Yes**

29. Is the awardee responsible for final SOW (Statement of Work) reviews? **Yes**

30. Are any positions subject to SCA? Are any positions covered under a CBA? **Please provide more information and define acronyms.**

31. Who will have immediate authority to direct “Key Contractors and Vendors” in regards to cost, schedule, and/or performance issues? **The COTR of the contract.**

32. How will achievement of the Performance Objectives on Pages 6-7 be measured? Will there be measurable objectives, or will evaluation of performance be primarily subjective/adjectival? **KPIs will be developed upon receipt of CMA plan.**

33. Any bonding requirements? (Bid bond or performance bond). **No Bid Bond is required.**

34. Considering the detail needed for Section F - Disclosures detailed in L.22.3 in terms of litigation listings and certifications to do business/good standing in DC, and that this section does not carry a scoring weight, would DC Courts consider excluding it from the overall 35-page limit?. **Yes.**

35. Would DC Courts consider allowing the use of a smaller font size for graphics, captions, tables, and headers and footers? **Yes.**

36. Per item L.22.4 Volume II – Price Proposal, can DC Courts provide *Attachment J.10 A Pricing Breakdown Sheet*? **It was included as part of the attachments an additional copy attached.**

37. Per item L.22.4 Volume II – Price Proposal Tab B Contractual Information, can DC Courts provide *Page 1 Solicitation, Offer and Award for Supplies and Services*?
Page 1 is the cover page of the RFP.

38. Regarding L.22.3 Tab B Past Performance, will offerors be required to submit *Attachment J.8 Past Performance Questionnaire* for past performance examples? If

39. so, would it be preferred to be included for work performed as prime? *Yes, the Past Performance Questionnaire should be included in Tab B. Refer to pages 104-106.*
40. Would DC Courts also consider excluding *Attachment J.8 Past Performance Questionnaire* from the overall 35-page limit? *Attachment J.8 is excluded from the 35-page limit.*
41. Confirm the manner in which DC Courts would want to receive contract exception requests? *Request needs to be submitted to the CO.*
42. In the Precon meeting the amount of daywork vs. nightwork was discussed. Can you issue guidelines? *Roughly 90% of construction works occur at night and CMA/QA coverage is required during this time. However, the CMA/QA team is also required to work during normal business hours to support CPFMD.*
43. In the RFP page 40, the role of short-term assistance team members are described (Scheduler/Controller/Inspectors). Can you indicate the required level of effort for these positions, or describe the level of effort in the past? *The level of effort varies throughout project phases. These roles are indicated as “as needed.”*
44. Are office facilities for field personal provided ? If so does that include internet/phone access ? *Yes.*
45. "4. RFP #F5.3. page 40: is it correct that the bidder has to provide a staffing plan showing a minimum of 12 personal (for 18 positions), but it allowed to fill some positions with a dual function. Basically can a dual role be a triple role. *No, a dual role cannot be a triple role. Personnel may serve no more than two key personnel roles. See F.5.2*
46. Example: Can the Project Manager also be the PMO integrator AND the Safety Manager? " *Personnel may serve no more than two key personnel roles. However, someone with the title of “Project Manager” may serve as the PMO integrator and the Safety Manager as long as they meet the requirements of each position and can demonstrate that the proposed personnel have the experience, expertise and ability to perform the services required.*
47. For the various management and project controls positions, its assumed that these functions can be performed both from CMA home office with as needed presence at the Court Facilities. Is this assumption correct? *The Courts will provide office space for the proposed Team.*
48. We assume that design management functions are being handled by the Program Management team and not the CMA. Is this assumption correct? *Program level design management is a function of the PgM team, however, project level design management services will be required by the CMA team per the RFP requirements.*

49. For staff resumes, does the Court require resumes for 12 proposed staff members as determined by the CMA OR does the court require that we select 12 roles from the list of 18 in the RFP? **The CMA shall propose staff members that fill the 18 roles listed in the RFP, however, titles may be different than those listed. For example, multiple personnel may have the title of “Project Manager,” but fill different roles.**
50. Regarding the Courts preferred use of D-B delivery, are these typically fix-firm price D-B contracts or GMP contracts? **They are typically fix-firm price D-B contracts.**
51. During the “design” stages of D-B delivery, will the CMA be expected to:
- Conduct design reviews of the various design submissions? **Yes, in collaboration with the PgM team.**
 - Independent Cost Estimates of the various design submissions? **Yes, in collaboration with the PgM team.**
 - Any type of Cost Reconciliation with D-B contractor? **Yes, in collaboration with the PgM team.**
52. Regarding the CMA’s fixed firm price proposal, we assume this will serve as the Not-to Exceed but the actual CMA revenue would be based on costs plus fixed fee documentation, which would include certified direct labor payroll, approved audited overhead and fixed fee? Is this assumption correct? **The type of contract to be awarded is Cost reimbursement with a Fix Fee, so yes.**
53. RFP Section L.2.1 states that the proposal is limited to 35 pages. Which, if any, of the proposal contents are exempt from this page limit? **See amendment 1.**
54. The RFP is unclear about the number of original documents, copies, and USB copies required for the Price volume. Please clarify the required number and type of copies. **Six copies total: 1 original, 5 copies and 1 USB copy of cost and price proposal that includes 1 Excel copy of attachment J.10 A**