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AMENDMENT NO. 0003

TO: ALL PROSPECTIVE CONTRACTORS

**AMENDMENT
ISSUE DATE: October 5, 2023**

**SUBJECT: Solicitation No. DCSC-23-IFB-0166
DC Courts PgM Services**

**PROPOSAL
SUBMISSION
DATE: October 30, 2023 by 10:00 AM -12:00 PM
Eastern Standard Time**

Questions and Answers Round 3-

- 1) 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.

Attachment A

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-23-RFP-0166 DC Courts PgM Services

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Attachment A

From: Flor Rivera	Q & A Round: 3
Program: Capital Project Facilities Management Division	Date: 10/5/2023
Email: maria.rivera@dccsystem.com	Pages: 1 of 4

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

This Document includes the following:

-Solicitation Questions & Answers Round: 03- See pages 2-4 with Answers

	A	B	C	D	E
1	DC Courts PgM Services - DCSC-23-RFP-0166 - Solicitation Questions				Attachment A
2	October 2, 2023				
3	Item #	Section #	Page #	Question	Answers
4	1	B.3.2	4	This section states that Courts would be providing seven (7) complete workstations. Understanding the current work climate that includes virtual meetings, will the Courts also be supplying computer cameras? Or should this be included as a cost reimbursable?	Workstations will be provided, however, cameras may not be available. Cameras are not required, so this should not be included as a cost reimbursable.
5	2	B.3.4	5	This section states that the fixed fee will be adjusted based on the level of effort for a given period. With a fixed fee percentage, the cost would adjust based on levels of effort although the fee percentage would remain fixed. For clarity, is Courts seeking a fixed fee percentage?	The contractor's proposed fee is fixed each year regardless of expenses. The contractor is to determine the propose fix fee to be charged each year and is fixed at the inception of the contract.
6	3	C.2.8.1	8	Relocation of 3 DC Courts division is listed as one of the initiatives. Please confirm that the PgM requirements regarding this initiative is related to the requirement detailed in sections C.3.1 -23 Program Space Management and NOT the performance of the physical move itself.	Correct, the PgMO will not be responsible to perform the physical move itself but will be responsible to assist with coordination of the moves.
7	4	C2.8.1	8	This first initiative states Closeout Completion of the C Street Additional/Phase 2. This leads to the assumption that that project is substantially complete. Can Courts provide the status of the other projects listed in the initiatives? (p. 8)	Correct, the C Street Addition/Phase 2B project is partially complete. The Relocation of 3 DC Courts Divisions Project is currently in construction. Also known as Migration from Gallery Place includes partial renovation of Building B and Building A. The Modernization of the Historic recorder of Deeds Building is currently in the pre-design phase. Complete mult year renovation of 60+ courtroom sets and hearing rooms - Awaiting appropriation of FY24 funding for this project.
8	5	C.3	8	In this section - requirements note that Courts is seeking support to meet strategic and financial goals. Is CPFMD and Courts seeking support in developing strategic and financial goals as well?	Yes
9	6	C.3.1	9	The term Program Management Office (PgMO) is noted here and in other sections throughout the solicitation. Is the PgMO inclusive of branches within the CPFMD only or is it inclusive of other divisions outside of CPFMD? If so, will all the divisions be included as part of the PgMO be identified?	The PgMO is inclusive of all branches within CPFMD, however, coordination and engagement is required with divisions outside of CPFMD.
10	7	C.3.1 - 7ii The District of Columbia Courts Facilities	15	It is stated that the Facilities Master Plan is anticipated to be updated. When is the update anticipated?	It is currently planned to begin in 2024.
11	8	C.3.1 - 8 The Judiciary Square Master Plan	15	It is stated that the Judiciary Square Master Plan is dated 4 March 2005 and support is needed by the Contractor to completed the scope from that plan. Is it anticipated that a new updated Judiciary Master Plan will be developed during the term of PgM contract? If so, is it anticipated that the PgM will be required to assist in the effort?	There's currently no plan for an update to the Judiciary Square Master Plan, however if an update is required during this contract period, all coordination will be handled by the PgM team.
12	9	C.3.1 - 10ii DC Courts Design Standards	16	Please clarify - is it expected that the PgM contractor will update the DC Courts Design Standards and NOT the Courts AEP and Master Planning vendors?	The PgM contractor will lead the effort to update the DC Courts Design Standards in coordination with AEP and Master Planner contractors. PgM is also responsible for tracking and relining any needed changes to the standards between updates.
13	10	C.3.1 - 23 Program Space Management	21	Please clarify would the PgM contractor be working under the Courts FM Systems license or is the PgM contractor expected to secure its own license(s)?	DC Courts holds the license.
14	11	Misc.		If an offeror responds to this DC Courts PgM Services RFP, are they also entitled to respond to the upcoming DC Courts CM Services RFP?	Yes
15	12	Misc.		Are offerors entitled to partner and submit responses on more than one team?	Yes
16	13	4.iii.1.	12	Please specify FM Systems and other project management and facility management software that the CPFMD is currently using and planning to use in the future.	FM Systems, Manager Plus, Procore are used by CPFMD. All other software and or application required to perform PgM duties are the responsibility of the contractor.
17	14	8.ii.	15	The Contractor selected shall support the CPFMD by providing sufficient services to complete the following tasks related to "The Judiciary Square Master Plan:" Should additional information be included here?	See section C.3.1 - #8 refer to bullets iii., iv., and v.
18	15	TAB B	88	Please specify the number of Past Performance Questionnaire References required.	Five - refer to section L.22.3
19	16	TAB B	88	For references provided, do they have to match the minimum of 5 required project examples?	No they don't have to match the project examples.
20	17	Misc.		Are there any MBE participation requirements attached to this RFP?	No
21	18	C.4 Contractor Requirements	24	In an effort to promote Small Business inclusion, interest, and participation, can Contractor Requirements 2, 3, 4 be reduced to \$100,000,000 from the required \$200,000,000?	Yes. We average \$40 -50 Million in Capital dollars per year fiscal.
22	19	Misc.		Does CPFMD anticipate achieving a \$200,000,000 budget during execution of this PgM contract?	We average \$40 -50 Million in Capital dollars per fiscal year and \$5 million in Operating funds per fiscal year.
23	20	C.3.1, CPFMD Standard Operating Procedures (CPFMD SOP)	9	According to the section "In an effort to standardize processes and identify responsibilities program-wide, the CPFMD has made a considerable effort to develop a Standard Operation Procedures (SOP) manual which will require updating as needed but minimally once annually." And that Lead the effort to officially release the CPFMD SOP to the entire CPFMD team (to include all CPFMD personnel, contractor personnel, and vendors). Can the CPFMD please clarify the current state of the SOP?	The current SOP manual is in draft form. Some portions of the SOP have not yet been developed and others are in a more finalized state. The PgM contractor will be required to review all sections, make any needed updates and supplements, then officially release as required per the RFP.
24	21	3. CPFMD Document Control Standard	10	"The hard copy, soft copy and online file structures have not been reviewed, integrated and officially released to the CPFMD personnel, contractor personnel or vendors as a program-wide document control standard." Will personnel accessing documents require individual NDAs or personnel background investigations?	No

	A	B	C	D	E
24	22	N/A	N/A	Is there an incumbent contractor providing the same or a portion of similar services? If yes, what is the existing contract number(s) and Prime contractor information?	Yes, AECOM
25	23	H.4 Security Requirements	47	Does this solicitation require the Prime Contractor to have an existing/active Facility Security Clearance? If so, what level?	No clearance is required, but a background check is performed.
26	24	H.4 Security Requirements	47	Does this solicitation require contractors to obtain Public Trust, Secret, Top Secret or other Security Clearance for all key personnel?	No clearance is required, but a background check is performed.
27	25	H.5 Contractor Management Responsibilities	47	What is the COTR's expectation for percentage of time that contractors can perform duties via telework vs. on-site?	The current PgM team is in the office 3 days per week, however the operational needs of the division dictate telework vs. onsite. Ultimately, this is at the discretion of the COTR. Pricing should consider the maximum number of onsite days, no change order will be considered for an increase of onsite presence.
28	26	16. Program Procurement Planning	19-20	Is there a list of pre-approved vendors to solicit RFPs or will all work be solicited to a full and open market?	Open Market
29	27	16. Program Procurement Planning	19-20	Does any external entity have oversight of DC Courts Facilities or DC Courts Facilities Procurements, similar to GSA leased Federal Facilities to associated Federal Agencies?	No
30	28	B.3.3 Cost Reimbursable	4	What are acceptable examples of anticipated allowable travel expenses?	Travel expenses will be considered only for consultants. Air travel, per diem, taxis to and from airport.
31	29	F.4.2 Minimum Qualifications for Key Personnel	32-39	Is an MBA an acceptable alternative to positions requiring PMP or PGMP?	A MBA is an acceptable alternate for the PMP and PgMP certifications for the PgMO Program or the PgMO Deputy Program Manager, however one person filling those positions must have the PMP and/or PgMP certifications.
32	30	J.8 Past Performance Questionnaire	5	Is a DCAA compliant accounting system required? Will previous years' profit and loss statements be requested from contractors?	No, is not required. As part of the supporting documentation to justify the overhead and fringe benefits being charged to the contract, previous years audits are being requested.
33	31	Section 6i CPFMD Integrated Program Schedule (CPFMD IPS) (Attachment, J.17)	13	Is there a specific scheduling software to be used in order to implement and maintain schedules in the Program Wide IPS?	Primavera 6 (P6)
34	32	J.10A Pricing Breakdown Sheet	N/A	What are examples of Short Term Technical Support Employees? What is the designation of the * in cell F20?	The contractor as part of the implementation strategy is to determine: a) if there is a need to bring short term technical support for the elaboration of deliverables or b) to support any specific task within the scope of work. Contractor is to identify the technical skill needed for each task. Please disregard *.
35	33	H.3 DC Courts' Responsibilities	46	Will role specific software and/or licenses be provided including the following or similar products: AutoCAD, Revit, Microsoft Project, Primavera P6, RS Means, CT Stack, Oracle Crystal Ball, Adobe Creative Suite, 2020 CAP, Visual Impressions, MS Visio.	No, the contractor is responsible to provide software required to perform the job functions as such it should budget for laptops and software..
36	34	H.3 DC Courts' Responsibilities	46	Can laptops be provided in lieu of referenced "desktop" computers?	No
37	35	C.3.2 Support the CPFMD and DC Courts to Meet Strategic Goals	23	Does DC Courts' have an existing list of Deferred Maintenance priorities? If so, what is the estimated number of entries and total estimated value to complete all deferred maintenance upgrades?	Refer to attachment J.18 District of Columbia Courts Facilities Assessment Report
38	36	L.2 Preparation and Submission of Proposals	80	Please confirm that digital signatures and digital copies are acceptable in lieu of signed originals and hand delivered hard copies.	Digital copies as well as 1 original and 5 hard copies are required.
39	37	1. Per item L.2.3. regarding number of copies, please confirm that proposers are to submit:		Regarding number of copies, please confirm that proposers are to submit: 1. <input type="checkbox"/> original Technical Volume 2. <input checked="" type="checkbox"/> copies of the Technical Volume 5 copies 3. <input checked="" type="checkbox"/> electronic (PDF) copy of the Technical Volume 4. <input checked="" type="checkbox"/> electronic copy of the Price Proposal, including budget breakdown, (PDF) and Attachment J.10A (Excel)	1 Original Technical Volume: Yes 4 copies of the Technical Volume: Yes <input checked="" type="checkbox"/> electronic (PDF) copy of the Technical Volume: Yes <input checked="" type="checkbox"/> electronic copy of the Price Proposal, including budget breakdown, (PDF) and Attachment J.10A (Excel): Yes
40	38			Is Attachment J.9 – Supplier Information Form DCCSF required to be submitted in Tab B of Volume II – Price Proposal?	Yes
41	39			1. Would the Courts consider excluding from the overall page count the sample PgM Plan developed for use on one of the proposer's identified projects as requested in Tab B of Section L.22.3 considering the potential length of a comprehensive document such as this?	Yes, the sample PgM Plan can be excluded from the overall page count
42	40			1. Can the Courts confirm if it would like the completed Solicitation, Offer and Award form in Tab B of Volume II – Price Proposal?	The complete solicitation is not to be included on Volume 2 Tab B. Please refer to page 90. Volume 2 -Tab B shall include all certifications, a budget narrative with supporting documentation to justify overhead and fringe
43	41			1. Please confirm Attachment J.8 should be attached in Volume II.	The 5 Past Performance Evaluation being requested: Attachment J.8 should be included in Volume I - TAB B
44	42			1. 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, this will be excluded from the overall page limit

	A	B	C	D	E
45	43			<p>1. We are requesting clarification with respect to the number of years of experience “required” for several positions. For example, does the Program Manager position “require” twenty (20) years of experience on projects of \$100M or more or would one \$100M project suffice? Also, does the Program Manager position require twenty years of experience as Program Manager or twenty years of total experience? Lastly, please confirm whether twenty years of experience for the Program Manager is a minimum requirement in the sense that no resume with less than twenty years of experience would be considered.</p>	<p>The Program Manager position requires twenty years of total relevant experience and must have worked as Program Manager on at least one \$100M program. Proposed individuals without twenty years of experience will be considered, but may not be given equal weight.</p>