

Sources Sought Project Management Services

THIS IS A SOURCES SOUGHT AND NOT A REQUEST FOR PROPOSAL for Project Management Services for the DC Courts. Responses shall be used for planning purposes only. It is anticipated that a solicitation based on the outcome of this market survey will be published and that a subsequent contract from the solicitation will be awarded. A market survey is being conducted to determine if there are adequate contractors for the project listed below.

If it is determined that adequate competition exists, the Courts may set the requirement aside for competition among the selected group. All interested contractors should respond to this office in writing by email on or before the due date listed below. No funds are available to fund the preparation of responses to this notice. No entitlement to payment of direct or indirect cost will arise as a result of contractors providing information, questions or comments regarding this notice. Any information submitted in response to this notice is strictly voluntary. Responses in any form do not constitute offers and the Courts is under no obligation to award a contract as a result of this notice.

The Courts is conducting a market survey and is seeking qualified sources to provide agency Program Management (PgM) services and be an integrated part of the existing CPFMD team. The Contractor will support the Courts to formulate a PgMO that will improve the CPFMD's overall performance, support the Courts to meet their strategic goals, support the Courts to meet their financial goals, and improve project performance and resolve project level issues by refining and institutionalizing standards for managing projects across the organization's program.

The Courts expectation is that the PgM contractor will support the CPFMD in program management, budget planning, project planning, organizing, securing, managing resources, procurement management, design management, construction management to achieve specific CPFMD goals. The PgM contractor will integrate into CPFMD to provide program support across the enterprise. The PgMO will lead the management and communication among multiple contractors to effectively administer the PgMO, including but not limited to, the Courts Architect Engineers and Planners (AEPs), the Construction Management (CM) contractor, the Quality Assurance (QA) contractor with clear roles defined for all players.

This list of items is not meant to be prescriptive, but identifies the expectations of the Courts and should provide the Contractor with a baseline for developing a plan to meet the objective:

1. **CPFMD Standard Operating Procedures (CPFMD SOP)** lead the effort to draft, update, release, coach and ensure compliance with the CPFMD Standard Operating Procedures (SOP) program-wide.
2. **CPFMD Naming Convention**
The Contractor selected shall provide all services necessary to lead the effort to finalize, release and ensure compliance with the CPFMD naming convention program- wide.
3. **CPFMD Document Control Standard**
The Contractor shall provide all services necessary to lead the effort to finalize develop, release, coach and ensure compliance with a program and project document control standard.
4. **CPFMD Electronic Data Standard**
The Contractor shall provide all services necessary to develop, release, coach and ensure compliance with an electronic data standard.
5. **CPFMD Division 01—General Requirements Specification** The Contractor selected shall provide all services necessary to lead the effort to review, complete customization, release and ensure compliance with the CPFMD's Division 01—General Requirements

specification.

6. CPFMD Integrated Program Schedule (CPFMD IPS) (Attachment, J.17)

The Contractor selected shall be responsible for managing the program schedule and shall provide all services necessary to lead the effort to complete, maintain, and publish monthly updates of the CPFMD IPS.

7. The District of Columbia Courts Facilities Master Plan (Attachment, J.12).

Contractor shall provide all services necessary to lead the effort to track and facilitate all updates to and completion of all interrelated DC Courts planning documents.

8. The Judiciary Square Master Plan - Washington, D.C.

The Contractor selected shall provide sufficient services to lead the effort to Coordinate the ongoing AEP and master planner's effort to update the DCC FMP

9. The District of Columbia Courts Facilities Condition Assessment Report

The Contractor selected shall provide sufficient services to lead the effort to Lead the DC Courts FCA re-assessment effort and facilitate the completion of requirements, scope, facility projects identified in the DC Courts FCA.

DC Courts Design Standards Lead the effort to update the existing DC Design Courts Standards

ELIGIBILITY

1. A Firm with extensive experience providing agency Program Management Services and leading integrated PgM/CM teams.
2. Experience planning program scope for \$100,000,000 plus programs and delineating it into constructible projects.
3. Experience planning and developing program budgets for \$100,000,000 plus programs
4. Experience planning program schedule for \$100,000,000 plus programs for use by teams with ranging experience levels and backgrounds.

PERSONNEL

PgMO Program Manager

PgMO Deputy Program Manager (dual role permissible)

PgMO Construction Manager (dual role permissible)

PgMO O&M Manager (dual role permissible)

PgMO Design Manager (dual role permissible)

PgMO QA Manager (dual role permissible)

PgMO Space & Asset Manager (dual role permissible)

PgMO Safety Manager (dual role permissible)

PgMO Schedule Manager

PgMO IT Liaison (dual role permissible) Certified Cost

Certified Cost Estimator/Analyst (CCEA)

ANTICIPATED PERIOD OF PERFORMANCE

The resultant Award will consist of a total of five (5) years; a base two year ordering period and a three(3) one year option ordering periods. The base year is expected to start December 2023, followed by the optional ordering period. Individual task order period of performance will be determined at the task order level.

ANTICIPATED CONTRACT TYPE

The contract type is anticipated to be Cost Plus fixed Fee (CPFF) with cost-type Other Direct Costs (ODCs) line items.

Interested businesses are asked to fill out and provide responses to the attached questionnaire. RESPONSES ARE DUE NO LATER THAN (NLT) September 15, 2023, NLT 2:00 PM EST. LATE RESPONSES WILL NOT BE ACCEPTED. Electronic submission (no more than 25MB) of the statement of capabilities package may be submitted to: maria.rivera@dccsystem.gov Please include the subject line: “ **DC Courts PgM Services**”. Questions or comments regarding this notice may be addressed to maria.rivera@dccsystem.gov

Responses must address, at a minimum, the following:

Complete the questionnaire (Attachment (1) below) of the sources sought to provide the requested information (no substitutions, additions or deletions).

ATTACHMENT (1)

Please answer all questions. Incomplete questionnaires will not be considered.

Company Name: _____

Point of Contact: _____

Company Address: _____

Telephone: _____

Email address: _____

Web address: _____

Employee Identification Number (EIN): _____

1. In the past six (6) years, has your firm been supporting Program Management Units on a minimum of two (2) successful contracts, supporting complex projects between \$ 40M and \$100M)

☐ No
☐ Yes (Explain below)
2. Outline your company's capability to provide the services outlined in the description.
 - a) What specific technical skills does your company possess which ensure capability to perform the tasks?
 - b) Outline your company's knowledge, experience, and capability in performing program management and acquisition support requirements.
 - c) Outline any experience in regard to execution of program management services, including support services related to leading, facilitating, and ensuring the strategic planning, implementation, coordination, integration, and evaluation of programmatic activities and administrative systems.
 - d) What type of contracts or subcontracts has your company performed in the past in support of the same or similar requirement? Outline any contracts/subcontracts received for similar type work.
 - e) Can or has your company managed a team of subcontractors before? If so, please provide details.

Do not submit any additional information other than the information requested in this notice. The Court may elect not to discuss submissions received in response to this Sources Sought notice with individual responders. There is no requirement to respond to the Sources Sought in order to be eligible to propose on any upcoming solicitation. However, the Courts places tremendous value on the information received and may utilize it to finalize its acquisition strategy. Respondents shall utilize this opportunity to describe their proven capabilities in providing services similar to those outlined in this Sources Sought notice.