

**DISTRICT OF COLUMBIA COURTS  
REQUEST FOR PROPOSAL**

**ISSUED BY:** DISTRICT OF COLUMBIA COURTS  
ADMINISTRATIVE SERVICES DIVISION  
PROCUREMENT AND CONTRACTS BRANCH  
515 4<sup>th</sup> Street N.W., 3rd Floor  
WASHINGTON, D.C. 20001

**DATE ISSUED:** 04/13/2026.

**CONTRACT NUMBER:** DCSC-26-RFQ-067  
**CONTRACT NAME:** BLDA BLDB Flat Roof Destructive Testing

**MARKET TYPE:** Open  
**QUOTE SUBMISSIONS DUE DATE:** April 28, 2026, by 3:00 PM  
**EAMIL SUBMISSIONS TO:** [Kenneth.Evans@dccsystem.gov](mailto:Kenneth.Evans@dccsystem.gov)

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This TRFP response shall be submitted no later than thirty (30) calendar days from the date of this request.			
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<b>REQUEST FOR PROPOSAL</b>	
<b>(To be completed by the District of Columbia Courts)</b>	
<b>DISTRICT OF COLUMBIA COURTS</b>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>CONTRACTING OFFICER</b>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <b>DATE</b>

All written communications regarding this task order should be addressed to the Contracting Officer and should be directed by e-mail to Ken Evans, Senior Contract Specialist at [kenneth.evans@dccsystem.gov](mailto:kenneth.evans@dccsystem.gov).

## **SECTION B – SUPPLIES OR SERVICES AND PRICE/COST**

### **B.1 OBJECTIVE:**

The District of Columbia Courts (the Courts) Procurement and Contracts Branch on behalf of the Capital Projects and Facilities Management Division (CPFMD) is seeking a qualified contractor to perform roof destructive testing services of the flat roofs located at Building A (BLDA) and Building B (BLDB) of the Courts Judiciary Square Campus.

BLDA, which houses the DC Superior Courts Probate Division is located at 515 5th St NW, Washington DC 20001. BLDB, which houses the DC Courts Landlord and Tenant Branch is located at 510 4th St NW, Washington DC 20001.

The Courts estimates both the low slope single-ply PVC portions of the roof to now be approximately 20 years old, and at the end of their lifespans. Several band-aids have had to be done over the past few years, involving patch repairs to the membrane, flashing, and drains. There is also significant leaking in the skylights for BLDA. The low slope “flat” single-ply PVC roofing has deteriorated significantly for both buildings, compared to the sloped copper standing seam roof.

An Architect/Engineer (A/E) firm is currently performing the design to develop 100% construction documents to replace the flat roof portions of both roofs.

The purpose of this work is to provide controlled access to the roof assembly and concrete roof structure to support evaluation activities performed by the A/E. Work will include roof test openings, ground penetrating radar (GPR) scanning of the exposed concrete roof slab, take roof cores, review of the flashing assembly where the flat roof meets the copper roof, and restoration of roof openings.

### **B.2 CONTRACT TYPE:**

The Courts contemplates award of a single Firm Fixed Contract.

### **B.3 PERIOD OF PERFORMANCE:**

The period of performance (POP) shall be sixty (60) calendar days from the Notice to Proceed (NTP).

### **B.4 PRICING:**

For the purpose of negotiating and awarding this TO; the Contractor shall provide pricing by CSI division as specified in Attachment C - Schedule K.

## **SECTION C – STATEMENT OF WORK**

### **C.1 SCOPE SUMMARY:**

The contractor shall provide labor, materials, equipment, and supervision necessary to

perform controlled roof testing and sampling and restore the roof system.

### General Experience Requirements

- Personnel shall have a minimum of **5 years of documented experience** in commercial roofing installation, inspection, or repair.
- Personnel shall demonstrate prior experience performing **roof moisture detection and/or destructive testing procedures** on low-slope and/or steep-slope roofing systems.

### Required Certifications and Training

- Personnel performing testing shall possess at least one of the following certifications:
  - **Registered Roof Observer (RRO)** – RCI, Inc. (IIBEC), or
  - **Registered Roof Consultant (RRC)** – IIBEC, or
  - Manufacturer-certified roofing technician (for the applicable roof system), or
  - Equivalent industry-recognized certification approved by the Contracting Officer.
- Personnel performing destructive testing shall be trained in:
  - Core sampling procedures
  - Proper patching and restoration techniques consistent with manufacturer requirements

### Safety Requirements

- All personnel shall maintain current **OSHA 10-hour (minimum)** construction training; supervisors shall maintain **OSHA 30-hour certification**.
- Personnel shall comply with:
  - Fall protection requirements per **OSHA 29 CFR 1926 Subpart M**

**Staff qualification sheet should be attached to the pricing sheet.**

All work and access shall be coordinated with the Owner (the Courts).

- Selective demolition, review of roofing materials, GPR scanning, and concrete core sampling at areas marked on associated roof plans: see Attachment A - *BLDA SELECTIVE DEMO 11x17* and Attachment B - *BLDB SELECTIVE DEMO 11x17*.
- During the course of sampling, provide temporary weather protection at selective demolition areas to prevent any outside moisture from entering the building.
- After inspections have been completed, repair roof with same materials and assembly as exists.
- Prepare a report detailing the findings from the destructive testing.

## C.2 REQUIREMENTS / DESCRIPTION OF SERVICES / SCOPE:

The Contractor's selective roof demolition shall include but not limited to the following:

### C.2.1 GENERAL REQUIREMENTS

C.2.1.1 The work will be done in accordance with all applicable codes and regulations, and in

line with industry best practices.

- C.2.1.2 The available working hours are weekdays between 7:00am and 6:00pm, subject to DC Courts operations and local regulations.
- C.2.1.3 The Works shall be carried out by expert workers that are specialized in roof destructive testing.
- C.2.1.4 Failure to comply with the requirements of the RFQ or the instructions of the Construction Manager (CM) will be sufficient reason for the rejection of non-conforming work.
- C.2.1.5 Work performed at heights shall be carried out in accordance with national and local safety regulations and approved site-specific safety plan.

## C.2.2 ROOF TEST OPENINGS

The Contractor shall perform destructive roof openings at locations designated by Section C.1 and Attachments A and B.

### C.2.2.1 Work includes:

- Cutting and removing portions of the roof membrane
- Removing insulation layers as required
- Exposing roof deck and underlying components
- Providing safe access for A/E observation and documentation
  - The Contractor shall provide the Courts and the A/E a minimum of 72 hours advance notice prior to commencing each test opening
- Protecting adjacent roof areas from damage

C.2.2.2 The anticipated number of openings is approximately four (4) locations (two (2) for each roof). Typical opening size: approximately 24-inch square section.

C.2.2.3 Selective demolition at areas marked on associated roof plans: see Attachment A - *BLDA SELECTIVE DEMO 11x17* and Attachment B - *BLDB SELECTIVE DEMO 11x17*.

C.2.2.3.1 A1: General roofing assembly and curb condition at exhaust areaway. Remove short section of curb coping – corner to corner where screws currently exist – and salvage for reinstallation. Peel back layers from curb and roof deck in approximately a 24-inch square section exposing roofing assembly and base substrate of curb and concrete deck.

C.2.2.3.2 B1: General roofing assembly at original copper vent cupola. Remove original copper cupola and salvage for reinstallation. Be careful to not bend copper to greatest extent possible. Peel back layers from curb and roof deck in approximately a 24-inch square section exposing roofing assembly and base substrate of curb and concrete deck.

C.2.2.3.3 A2 & B2: Edge condition at copper roof. In an approximately 24-inch square section, peel back roofing layers to expose copper flashing and roof slab below. Remove 24-inch of top section only of copper flashing being careful to not disturb the original copper

flashing and roofing below.

### C.2.3 GROUND PENETRATING RADAR (GPR) SCANNING

At locations A1 and B1 where the concrete roof slab is exposed, the contractor shall perform Ground Penetrating Radar (GPR) scanning of the slab surface.

C.2.3.1 GPR scanning shall be used to identify:

- Reinforcing steel
- Embedded conduits or utilities
- Other embedded elements within the slab

C.2.3.2 Scanning shall be completed prior to core drilling to ensure safe drilling locations.

C.2.3.3 The Contractor shall mark identified reinforcement or embedded elements on the slab surface to guide core drilling locations.

Provide a report of the GPR scanning results with recommendations on locations for core drills to the Courts for review and concurrence.

### C.2.4 CONCRETE CORE DRILLING

Following confirmation on core drill locations, the Contractor shall perform core drilling through the concrete roof slab. Take core drills through roof slab in an area where no rebar exists.

C.2.4.1 Requirements include:

- Two (2) core drill samples (one (1) for each roof)
- Core diameter: 3 inches
- Drill depth: Full thickness of the roof slab
- Provide water containment and debris control during drilling
- Carefully extract cores to prevent excessive damage to surrounding slab

C.2.4.2 Core samples shall be packaged, labeled, and transmitted to the Courts and the A/E in accordance with the following minimum requirements:

Labeling and Handling:

- Each sample shall be uniquely identified
- Sample location shall be recorded and traceable to field documentation
- Samples shall be protected from damage and contamination during transport
- Sample orientation shall be maintained where layer analysis is required

Minimum Documentation Required:

- Date of sampling
- Exact location of core (building, grid reference, or coordinates)
- Sample identification number
- Description of roof area sampled

C.2.5 TEMPORARY PROTECTION

C.2.5.1 The Contractor shall protect all testing openings and areas of work.

C.2.5.2 The Contractor shall provide temporary protection including:

- Protection of exposed roof areas
- Protection of building interior from moisture intrusion
- Weather protection if work extends beyond a single day
- Containment of drilling water and debris

C.2.6 ROOF RESTORATION

C.2.6.1 Following completion of testing, at the direction of the Courts, the Contractor shall restore all roof openings and core drill locations.

Restoration shall include:

- Replacement of removed insulation with materials compatible with the existing system
- Installation of compatible roofing membrane patches
- Sealing and flashing as required
- Repair of concrete core locations using appropriate repair materials
- Ensuring all repaired areas are watertight

All repair materials shall be compatible with the existing roof system.

Allow a 6-inch overlap of new and existing materials at all edges. Reinstall coping and copper cupola. Provide non-corrosive fasteners with metallurgic compatibility with the coping and cupola materials.

C.2.7 CLEANUP

C.2.7.1 The contractor shall:

- Remove debris generated during testing
- Dispose of materials off-site
- Leave the roof area clean and safe

**C.3 \*\*\*\*\*INTENTIONALLY LEFT BLANK\*\*\*\*\***

**C.4 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR:**

C.4.1 When applicable, since the Contract Documents are complementary, before starting each portion of the Work, the Contractor shall carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner, shall take field measurements of any existing conditions related to that portion of the Work and shall observe any conditions at the site

affecting it. These obligations are for the purpose of facilitating construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, any errors, inconsistencies, or omissions discovered by the Contractor shall be reported promptly to the Owner and Construction Manager as a request for information in such form as the Owner may require.

C.4.2 The exactness of conditions, grades, elevations, dimensions, or locations given on the Construction Documents, or the work installed by other contractors, are not guaranteed by the Owner. The Contractor shall, therefore, satisfy itself as to the accuracy of all grades, elevations, dimensions, and locations. In all cases of interconnection of its Work with existing or other work, it shall verify at the site all conditions, grades, elevations, dimensions relating to such existing or other work. Any errors due to the Contractor's failure to so verify all such grades, elevations, dimensions or locations shall be promptly rectified by the Contractor without any additional cost to the Owner.

C.4.3 Any errors or omissions in the Contract Documents noted by the Contractor during this review shall be reported promptly to the Owner, but it is recognized that the Contractor's review is made in the Contractor's capacity as a Contractor and not as a licensed design professional unless otherwise specifically provided in the Contract Documents.

#### C.4.4 ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

1. An applicable Court Order, if any
2. Contract Document
3. Standard Contract Provisions
4. Contract attachments other than the Standard Contract Provisions
5. RFP, as amended
6. BAFO's (in order of most recent to earliest)
7. Proposal

### C.5 SUPERVISION AND CONSTRUCTION PROCEDURES:

C.5.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract.

C.5.2 The Contractor shall develop and implement a detailed project timeline, including start and completion dates, considering working hours and potential impact on parking garage operations.

C.5.3 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Contractor or any of its Subcontractors.

- C.5.4 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.
- C.5.5 Should the Contractor cause damage to work or property of The Court's or to other work at the site, the Contractor shall promptly remedy such damage, at no additional cost to Employer.
- C.5.6 Upon award of the contract and approval of the performance schedule, by the Contracting Officer's Technical Representative (COTR), the Contractor shall begin construction on the date established in the Agreement.
- C.5.7 The Contractor should coordinate with the Owner to ensure minimal disruption to parking activities during the project.
- C.5.8 The Contractor should be implementing site protection measures, such as drop cloths and barriers, to prevent damage to surrounding areas and vehicles.
- C.5.9 The Contractor should maintain a clean and organized work area throughout the project duration.

**C.6 LABOR AND MATERIALS:**

- C.6.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether incorporated or to be incorporated in the Work.
- C.6.2 The Contractor may make substitutions only with the consent of the Owner, after evaluation by the Owner and in accordance with a Change Order.
- C.6.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. The Contractor shall only employ or use labor in connection with the Work capable of working harmoniously with all trades, crafts and individuals associated with the Project. The Contractor shall use its best efforts to minimize the likelihood of any strike, work stoppage or other labor disturbance.
- C.6.4 No materials furnished by the Owner shall be applied to any other use, public or private, then that for which they are issued to the Contractor. The full amount of the cost to the Owner of all materials furnished by the Owner to the Contractor and for which no charge is made, which are not accounted for by the Contractor to the satisfaction of the Contracting Officer, will be charged against the Contractor and his sureties and may be deducted from any moneys due the Contractor, and this charge shall be in addition to and not in lieu of any other liabilities of the Contractor whether civil or criminal. Materials furnished by the Owner for which a charge is made at a rate mentioned in the specifications will be delivered to the Contractor upon proper requisitions therefore and will be charged to his account.

**SECTION D – PACKAGING AND MARKING**

Section Not Applicable.

## SECTION E – INSPECTION AND ACCEPTANCE TERMS

### E.1 REVIEWS:

The Courts will be allowed 14 working days to review and comment on submissions. The Courts will review the submission and provide feedback after each submission by the Contractor. The review and comment periods shown below represent the anticipated review times for each submission. If the Courts or an outside agency review takes longer than specified, the Contractor’s task order period of performance will be extended to accommodate the extra review time with no additional compensation.

Activity	No. of Working Days
DCC Review of Site Specific Safety Plan, Project Specific Work Plan, Project Schedule	14
DCC Review of GPR Scan	7
DCC Review of Investigation Report (Final)	14

The above schedule is intended to be a general guideline. The Contractor shall make any and all necessary submissions until complete approval has been obtained.

## SECTION F – DELIVERABLES

- F.1 Site-Specific Safety Plan. Include information regarding fall protection. Submit Site-Specific Safety Plan within 10 calendar days of NTP. Work shall not be performed prior to Courts approval of this safety plan.
- F.2 Project Specific Work Plan(s). Provide a work plan detailing the approach to each item of the Work. Submit Work Plans within 10 calendar days of NTP. Work shall not be performed prior to Courts approval of work plans.
- F.3 Project Schedule. In P6 or Microsoft Project, provide a project schedule for the Work within 10 calendar days of NTP, including submission, review, and approval of plans. It shall be the Contractor’s responsibility to submit an updated project schedule biweekly, with justifications if the schedule has fallen behind and a plan of action of how the Contractor plans to get back on schedule to comply with the contract time.
- F.4 GPR Scan Result Plan. Marked up plan with the results of the GPR scans sufficient to select core drilling locations.
- F.5 Core Samples provided to the Courts.
- F.6 Investigation Report. Within 10 calendar days of completion of testing and sampling, prepare and submit a report detailing the findings of the destructive testing. Provide photographs and written descriptions of the materials found at each layer of each location. Documentation of the roof restoration. Confirmation that all roof openings and core holes

have been restored.

## **SECTION G – CONTRACT ADMINISTRATION DATA**

**G.1.1** Selection will be to the LOWEST COST TECHNICALLY ACCEPTABLE

## **SECTION H – SPECIAL CONTRACT REQUIREMENTS**

### **H.1 DEPARTMENT OF LABOR WAGE DETERMINATIONS:**

The Contractor shall be bound by the Wage Determination issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, General Decision number DC2026 2 01/16/2026, Mod # 02. The Contractor shall be bound by the wage rates for the term of the task order subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the COTR obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

### **H.2 CONTRACTOR MANAGEMENT RESPONSIBILITY:**

H.2.1 The Offerors shall provide, at a minimum, the following Key Personnel with the required qualifications desired under this task order:

1. Project Manager (dual hat permissible)
2. Superintendent (dual hat permissible)
3. Quality Control Manager (dual hat permissible)
4. Safety Manager (dual hat permissible)

## **SECTION I – CONTRACT CLAUSES**

Section Not Applicable

## **SECTION J – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

### **J.1 APPLICABLE DOCUMENTS:**

The following documents are applicable to this procurement and are hereby incorporated by reference below.

Attachment A - BLDA SELECTIVE DEMO 11x17

Attachment B - BLDB SELECTIVE DEMO 11x17

Attachment C - Schedule K Pricing Sheet

**All new vendors to DC Courts must be registered on SAM.gov and complete DC Courts vendor registration “Oracle” application a vendor registration.**