**SOLICITATION, OFFER, AND AWARD**

<table>
<thead>
<tr>
<th>1. Market</th>
<th>Open Market with 35% SBE Subcontracting</th>
</tr>
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<tbody>
<tr>
<td>2. Contract Number</td>
<td>3. Solicitation Number</td>
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<tr>
<td>DCPL-2022-R-0018</td>
<td>X</td>
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</table>

**6a. Caption:** Design-Build Services for the New Library in Congress Heights Neighborhood (to replace the existing Parklands-Turner Library) - Step 1 Request for Qualifications

**7. Issued By**
District of Columbia Public Library
Office of Procurement
901 G Street, NW - 4th Floor
Washington, DC 20001

**NOTE:** In sealed bid solicitations “offer” and “offeror” means “bid” and “bidder.”

**SOLICITATION**

9. Submit electronically 2 versions. Expectation is there will be one clean version and the 2nd version will show redacted information that the offeror chooses to not make public per FOIA.

Submits electronically to: procurementdcpl@dc.gov

Submit until 2:00 p.m. local time 5-Jan-22

**CAUTION:** Late Submissions, Modifications and Withdrawals: See 19 DCMR Chapter 43 as applicable. All offers are subject to all terms and conditions contained in this solicitation.

**10. For Information**
A. Name: Diane Wooden
   B. Telephone (No Collect Calls): (Area Code) 202 (Number) 727-4800 (Ext)
   C. E-mail Address: diane.wooden2@dc.gov

11. Table of Contents

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**PART I - THE SCHEDULE**

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<tr>
<td></td>
<td>M</td>
<td>Evaluation Factors for Award</td>
<td>22-28</td>
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</table>

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. Discount for Prompt Payment
   10 Calendar days %
   20 Calendar days %
   30 Calendar days %
   ___ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):

<table>
<thead>
<tr>
<th>Amendment Number</th>
<th>Date</th>
<th>Amendment Number</th>
<th>Date</th>
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15A. Name and Address of Offeror

<table>
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<tr>
<th>Code</th>
<th>Facility</th>
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</table>

15B. Telephone

| (Area Code) | (Number) | (Ext) |

15C. Check if remittance address is different from above - enter address in Schedule Section K.

<table>
<thead>
<tr>
<th>16. Name and Title of Person Authorized to Sign Offer/Contract</th>
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<th>17. Signature</th>
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<th>18. Offer Date</th>
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**AWARD (TO BE COMPLETED BY GOVERNMENT)**

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<tr>
<th>19. Accepted as to Items Numbered</th>
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<th>20. Amount</th>
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<tr>
<th>21. Accounting and Appropriation</th>
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<tr>
<th>22. Award - DC OCP Form 201 not required</th>
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<tr>
<th>23. Submit Invoices to Address Shown in Item (1 copy unless otherwise specified)</th>
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<tr>
<th>24. Administered By (If other than Item 7) Code</th>
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<th>25. Reserved for future use</th>
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<tr>
<th>26. Name of Contracting Officer (Type or Print)</th>
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<tr>
<th>27. Government of the District of Columbia (Signature of Contracting Officer)</th>
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<tr>
<th>28. Award Date</th>
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</table>
SECTION A – HISTORY AND EXECUTIVE SUMMARY

A.1 The DC Public Library (DCPL) operates twenty-six (26) libraries throughout the District of Columbia (District). Over the past decade, the District has invested half a billion dollars in new and modernized libraries across all eight wards. Award-winning, loved and well-used libraries are part of District’s built environment and are the envy of cities nationally.

A.2 DC Public Library is committed to ensuring that the new library in Congress Heights embodies design excellence, is context sensitive, poised to be an urban catalyst; maximizes connection to outdoors, and natural light; is crafted with precision to be high performing, environmentally & ecologically conscious; resilient and adaptable to evolve with the needs of the community.

A.3 This Request for Qualifications (RFQ) is Step 1 of a two-step process to select a Design-Build team to deliver on that commitment with transparency and credibility through the course of the project.

A.4 In advance of releasing this RFQ, DCPL hosted a two-part Industry outreach Day on October 21, 2021. The two-part event included a tour of the site for the new library in Congress Heights - Parcel 16 at St. Elizabeth’s campus.

The ‘Industry Day presentation’ & ‘list of attendees’ are included as Attachment J.2 and J.3. and can also be viewed on the library’s website via the following links:


A.5 This RFQ requests minimum, but key information that DCPL will evaluate and use to shortlist up to four (4) Offerors. The shortlisted Offerors will subsequently receive a Request for Proposal (RFP) asking for more extensive information and some pricing for further evaluation. There will also be oral presentations as part of the Step 2 evaluation.
Solicitation No. DCPL-2022-R-0018
Design-Build Services: New Library in Congress Heights Neighborhood
(to replace the existing Parklands-Turner Library)
Step 1 – Request for Qualifications

SECTION B: DESIGN-BUILD SERVICES

B.1 DCPL is seeking the services of a Design-Build team to provide all required services for delivering a full-service (20,000 Sf plus) new library in the Congress Heights neighborhood to replace the existing Parklands-Turner library.

B.2 Required services for the turnkey project, broadly include but are not limited to:

1. Conducting all necessary site, surveys, investigations and due diligence at Parcel 16 on St. Elizabeth’s campus to -
   a. define all pre-design site constraints;
   b. identify site development costs as part of validating the $20M project funding; and
   c. establish regulatory review roadmap for successful project completion.

2. Collaborate with the Communications, Marketing and Community Engagement teams to ensure there is broad participation from critical stakeholders including community residents, library customers, residents who currently do not use the Library, elected officials, community and civic leaders, clergy, small businesses, etc. The Design-Build team will assist, and in some cases, lead to enable a robust community engagement program throughout the design-build process, including –
   a. soliciting input in the beginning;
   b. test driving proposed design with community at library hosted community meetings; and
   c. preparing periodic updates throughout construction.

3. In concert with Library team, benchmark, evolve, contextualize and finalize the library building program to the specific needs of the Congress Heights community.

4. Evolve design through concept, schematic, design development, GMP, and construction documents phase demonstrating compliance with established design to budget and adherence to overall schedule at each phase.

5. Secure all required approvals, permits in advance of starting construction

6. Construct the library while shepherding the required trade, safety, utility inspections, reporting, testing, and closeout certificates with all entities with jurisdiction.

B.3 The scope of design-build team’s work will include delivering a turn-key library to a level of completion that enables the library staff to simply plugin- desktop computers, phones, opening-day book and media collection.
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(to replace the existing Parklands-Turner Library)

Step 1 – Request for Qualifications

The Design-Build team shall include all disciplines necessary except for the below limited disciplines that will be held as separate contracts by the library:

a. an independent Cx agent for basic & enhanced Commissioning for LEED Credits;
b. a third-party special inspections entity as required by DCRA; and
c. a move-management vendor to transport, and set up desktop computers, and books.

B.4 OPEN MARKET

This RFQ is being issued in the **Open-Market with a 35% SBE subcontracting requirement in accordance with Paragraph H.9**. Contractors that are certified by the District of Columbia, Department of Small and Local Business Development (DSLBD) will receive preference points during the evaluation process in accordance with **Section M.4**. The Offeror shall submit with the proposal, a copy of its CBE certification letter issued by DSLBD.
SECTION C - STATEMENT OF WORK

C.1 Reference Sections B.1, B.2 and B.3.

C.2 **STEP 1**

This Request for Qualifications (RFQ) is Step 1 of a 2-step selection process. Step 1 includes the initial assessment of the Design-Build firm based on the evaluation criteria in Section M.

**NO DESIGN OR PRICING INFORMATION IS REQUIRED IN STEP 1.**

Step 1 proposals will be limited to a maximum of thirty (30) pages (See Section M). Based on the ranking of Step 1 responses, DCPL will shortlist up to four (4) firms to participate in Step 2.

The scores from Step 1 will not carry over to Step 2.

C.3 **STEP 2**

Included for information only, offerors are not required to respond to STEP 2 until shortlisted from Step 1.

Step 2 of the selection process will entail:

1. Issuance of a Request for Proposals (RFP) by the library to the shortlisted firms with a mandatory thirty-five percent (35%) certified business enterprise (SBE) subcontracting set-aside requirement;
2. Submission of a technical proposal and resumes for key professionals and consultants by the Design-Build firm;
3. A price proposal for the site investigation and due-diligence scope of work;
4. A price proposal for the library building program scope of work;
5. An oral presentation by the shortlisted firms;
6. Step 2 evaluations; and
7. DCPL engaging the Offeror ranked the highest to begin the contract award process.

C.4 **DCPL MENTOR PROTÉGÉ PROGRAM PROJECT**

The Congress Heights library is a Mentor-Protégé project. Shortlisted firms participating in Step 2 will be required to complete and submit with their proposals, a Mentor-Protégé Pilot Program Agreement Template.
C.5 AWARD FEE

The award fee for the resultant contract has been set at eight percent (8%). This award fee is not necessarily set based solely on the value of design or the Guaranteed Maximum Price (GMP) for construction.

The purpose of the award fee of eight percent (8%) is to allow the DCPL to provide meaningful financial incentives to the Design-Build team to achieve outstanding performance. The award fee is in lieu of, and substantially larger than, the customary Contractor profits. The Design-Build team will be evaluated at key milestones using criteria provided to the Design-Build team in advance of each award fee period. The criteria will synchronize with specific contract milestones. DCPL will provide a draft Award Fee Plan to the design-Build fourteen prior to the beginning of the award fee period to allow time for the Design-Builder to comment on the Plan prior to implementation. DCPL reserves the right at its sole discretion, to modify the specific criteria of the award fee plan.

The Award Fee Determining Official (AFDO) will be the DCPL Director of Capital Planning and Construction. The decisions of the AFDO will be final and will not be subject to the Disputes clause in the contract. The award fee for the contract is not necessarily set based solely on the value of design or the GMP for construction.

C.6 SCHEDULE

In general, and for planning purposes only, DCPL anticipates that this Step 1 RFQ will proceed per the schedule noted below. The durations factored for milestones below will strictly serve as a baseline for the project.

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<td>Issue RFQ</td>
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<td>Step 1 Proposals Due</td>
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<tr>
<td>Step 1 Evaluations Complete</td>
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<tr>
<td>Issue Step 2 RFP</td>
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<tr>
<td>Questions Cut-Off</td>
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<tr>
<td>Step 2 Proposals Due</td>
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<td>Oral Presentations</td>
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<td>Award</td>
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<td>Deliver Building Program</td>
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<td>Deliver Due Diligence</td>
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<tr>
<td>Design Complete</td>
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<tr>
<td>Construction Complete</td>
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</tbody>
</table>
SECTION D – PACKAGING AND MARKING

[RESERVED]
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SECTION E - INSPECTION AND ACCEPTANCE

[RESERVED]
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SECTION F:  PERIOD OF PERFORMANCE AND DELIVERABLES

[RESERVED]
SECTION G – CONTRACT ADMINISTRATION DATA

G.1 CONTRACTING OFFICER

Contracting Officer: The DCPL Chief Procurement Officer who has the appropriate contracting authority is the only DCPL official authorized to contractually bind the DCPL through signing contract documents. All correspondence to the DCPL Chief Procurement Officer shall be forwarded to:

Diane Wooden
District of Columbia Public Library
Office of Procurement
901 G Street, NW
Washington DC  20001
Telephone: (202) 727-4800
Email:  diane.wooden2@dc.gov

G.2 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.2.1 The DCPL Chief Procurement Officer (CPO) is the only person authorized to approve changes in any of the requirements of this contract.

G.2.2 The Design-Build team shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the DCPL CPO.

G.2.3 In the event the Design-Build team effects any change at the instruction or request of any person other than the DCPL CPO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.3 AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER

G.3.1 Contract Administrator (CA). The CA is responsible for the general administration of the contract and advising the DCPL CPO as to the Design-Build team’s compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract.

G.3.2 It is understood and agreed that the CA shall not have authority to make changes in the scope of work or terms and conditions of the contract. The CA/Project Manager in charge for the project is:
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Design-Build Services: New Library in Congress Heights Neighborhood
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Jaspreet Gakhar-Pahwa
DC Public Library
Director, Capital Planning and Construction
901 G Street NW – 3rd Floor
Washington, DC 20001
Telephone: (202) 727-1307
Email: jaspreet.pahwa@dc.gov
Solicitation No. DCPL-2022-R-0018
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SECTION H - SPECIAL CONTRACT REQUIREMENTS

[RESERVED]
SECTION I - CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The District of Columbia Public Library Standard Contract Provisions for Supply, Service, Architect/Engineer and Construction Solicitations and Contracts dated October 2009 (Attachment J.1) is applicable to this solicitation.

I.2 CONFIDENTIALITY OF INFORMATION

The Offeror shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.3 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.
SECTION J - ATTACHMENTS

LIST OF ATTACHMENTS

The following list of attachments is incorporated into the solicitation.


The ‘Industry Day presentation’ & ‘list of attendees’ are included below and can also be viewed on the library’s website via the following links:

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Design-Build Services: New Library in Congress Heights Neighborhood  
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SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF CONTRACTORS  

[RESERVED]
SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD [NOT USED]

L.2 PRE-PROPOSAL CONFERENCE [NOT USED]

L.3 EVALUATION COMMITTEE

Each submission shall be evaluated in accordance with Section M by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the Chief Procurement Officer. Based on the information submitted by the Offerors in response to this RFQ and the report prepared by the Evaluation Committee, Chief Procurement Officer shall select up to four (4) offerors determined to be the most advantageous to DCPL.

L.4 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.4.1 The Contractor shall submit one (1) original copy and one (1) redacted copy of their proposal conspicuously marked: "Proposal in Response to Solicitation No. DCPL-2022-R-0018 – Step 1, Caption: Design-Build Services for the New Library in Congress Heights Neighborhood (to replace the existing Parklands-Turner Library) and Name of Offeror". Offerors shall submit proposals in response to this solicitation in English.

L.5 EXECUTIVE SUMMARY

Each Offeror shall provide the following information in the Executive Summary:

i. Name and short history of the design firm and the construction firm.
ii. A short description as to how and why these two firms decided to pursue this solicitation and where, if any, these firms have worked together in the past.
iii. Other key consultants’ and key subcontractors’ names, specialties and a brief explanation what role each will perform as part of the Design-Build team.
iv. Photographs.

L.5.1 ORGANIZATION OF PROPOSAL - PROPOSALS SHALL BE ORGANIZED IN ONE VOLUME AS FOLLOWS:

| Section 1 | Table of Contents |
| Section 2 | Executive Summary |
| Section 3 | Past Performance, Expertise and Experience of Build Firm |
| Section 4 | Résumé – Build Firm Principal |
Solicitation No. DCPL-2022-R-0018
Design-Build Services: New Library in Congress Heights Neighborhood
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Step 1 – Request for Qualifications

<table>
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<th>Past Performance, Expertise and Experience of Design Firm</th>
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<tr>
<td>Section 6</td>
<td>Résumé – Design Principal</td>
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<tr>
<td>Section 7</td>
<td>Experience Working Together</td>
</tr>
<tr>
<td>Section 8</td>
<td>Amendments</td>
</tr>
</tbody>
</table>

L.6 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.6.1 PROPOSAL SUBMISSION

L.6.1.1 Proposals must be submitted electronically to procurementdcpl@dc.gov no later than January 5, 2021 by 2:00 p.m. EST. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

L.6.1.1.1 The proposal is the only proposal received.

L.6.2 Withdrawal or Modification of Proposals

An Offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.6.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a US or Canadian Postal Service postmark on the wrapper or on the original receipt from the US or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Offeror can furnish evidence from the postal authorities of timely mailing.

L.6.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.6.5 Late Proposals
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A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.7 EXPLANATION TO PROSPECTIVE DESIGN-BUILD FIRMS

If a prospective Offeror has any questions relative to this solicitation, the prospective Offeror shall submit the question in writing to Diane Wooden, DCPL Chief Procurement Officer at diane.wooden2@dc.gov in order for DCPL to generate an official answer. Official answers will be posted on the DCPL website at http://www.dclibrary.org/about/opportunities. Click on “BLOG.”

The prospective Offeror shall submit questions no later than December 7, 2021 by 4:00 p.m. DCPL will not consider any questions received after December 7, 2021. The District shall furnish responses promptly to all other prospective Offerors. An amendment to the solicitation shall be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors.

L.8 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the CPO, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the CPO, of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the CPO, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.9 RESTRICTION ON DISCLOSURE AND USE OF DATA

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.10 PROPOSALS WITH OPTION YEARS [NOT USED]

L.11 PROPOSAL PROTESTS

L.11.1 All protests alleging defects in this solicitation shall be governed by Section 4378 of the Library’s Procurement Regulations (19 DCMR §4378); provide a clear and concise statement of the legal and factual grounds of the protest, including copies of relevant documents, and citations to statutes, regulations or solicitation provisions claimed to be violated; and, be filed in writing with the District of Columbia Contracts Appeals Board (“CAB”), pursuant to title X of the Procurement Practices Reform Act of 2010 (“PPRA”) (D.C. Official Code § 2-360.01 et seq.). Protests alleging defects in this solicitation, which
Step 1 – Request for Qualifications

are apparent prior to bid openings, must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFQ, but was later incorporated by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, protests shall be filed not later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier.

L.11.2 This section is intended to summarize the protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with DCPL’s procurement regulations or the PPRA; the more stringent provisions shall apply.

L.12 SIGNING OF OFFERS

The Offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority to sign the Offer.

L.13 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror’s lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.14 RETENTION OF PROPOSALS

All proposal documents shall be the property of the District and retained by the District, and therefore shall not be returned to the Offerors.

L.15 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors in submitting proposals in response to this solicitation.
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(to replace the existing Parklands-Turner Library)
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L.16 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the Offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public (see L.4.1). The District’s policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.17 CERTIFICATES OF INSURANCE [NOT USED]

L.18 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.19 BEST AND FINAL OFFERS [NOT USED]

L.20 LEGAL STATUS OF OFFEROR

Each Contractor must provide the following information:

L.20.1 Name, address, telephone number and federal tax identification number of Offeror;

L.20.2 A copy of each District of Columbia license, registration, or certification that the Offeror is required by law to obtain. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.20.3 If the Offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.
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L.21  FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Offerors shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.22  STANDARDS OF RESPONSIBILITY [NOT USED]

L.23  PROPOSAL EVALUATION

Proposals will be evaluated in accordance with Section M.
SECTION M - EVALUATION FACTORS

M.1 PROPOSAL EVALUATION

Each Step 1 proposal will be scored on a scale of one (1) to one hundred (100) points. In addition, Offerors will be eligible to receive up to twelve (12) preference points as described in Section M.4 of this RFQ for participation by Local, Small, or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is one hundred and twelve (112).

M.2 EVALUATION PROCESS

DCPL will evaluate Step 1 proposals following the provisions of this Section M and the DCPL Procurement Regulations.

Offerors shall be evaluated on demonstrated expertise and experience to deliver scope for the new library in Congress Heights as outlined in Sections B.1, B.2 and B.3.

M.3 EVALUATION CRITERIA

M.3.1 Past Performance, Expertise and Experience of Build Firm (0 - 15 Points)

Guidance on relevant project experience to be included in Section 3 of the submission.

1. Offeror should strive to include recently completed projects that demonstrate attributes of design excellence delivered with quality construction, highlighting adherence to budget, and alignment with original schedule.

2. The Offeror shall provide recent and relevant projects completed in the past five (5) years.

3. Recency and relevancy will be evaluated on a sliding scale. Recent projects and projects similar in typology to a library will be given more consideration.

4. Projects that integrate subsets of typologies inherent in the library typology such as retail, corporate workspace, vibrant multi-generational spaces to think, learn, work, gather, collaborate will be considered relevant.

5. Projects such as schools, administrative office space and other typologies where attendance is mandatory, or hours of operation are limited, may be deemed less relevant.
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6. If the Offeror is a team or a joint venture, the DCPL Evaluation Committee will consider the experience of the team or joint venture based on their role in the proposed team or joint venture.

7. The Build firm shall provide a description of up to four (4) recent and relevant completed projects. There is a two (2) page limit per project.

8. For each project, the Offeror shall include all the following information in consistent order:
   a. Project name and location.
   b. Name, address, contact person, telephone number and email address of owner’s representative for design and construction.
   c. Project Design phase duration in months.
   d. Construction phase duration in months.
   e. Total project cost at completion, gross square footage, and a summary of specific challenges that were met and how these were overcome to deliver a successful project.
   f. Relevant visuals.

M.3.2 Expertise in Constructing Civic or Cultural Destinations on Challenging Urban Infill Sites (0 - 10 Points)

For projects presented in Section 3, DCPL will evaluate and award additional points for civic projects on challenging infill sites in urban campus setting similar to Parcel 16, at St. Elizabeth’s campus.

M.3.3 Resume of Build Firm Principal (0 - 5 Points)

Offerors shall submit resume for the proposed Build team Principal specifically highlighting that individual’s design-build expertise as a technical and business leader to enable DC Public library to fulfill its commitment to design excellence per Section A.2 and scope of work noted in Sections B.1, B.2, and B.3. The offeror should also highlight Build firm principal’s experience and expertise in shepherding innovative construction technology with outcomes measurable in saved time and cost.

The resume shall be limited to two (2) pages.

M.3.4 Past Performance, Expertise and Experience of the Design Firm (0 - 15 Points)

Guidance on relevant project experience to be included in Section 5 of the submission.
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For each project, the Offeror should include all the following information in consistent order:

1. Project name and location.
2. Name, address, contact person, telephone number and email address for owner’s representative for design and construction.
3. Project Design phase duration in months.
4. Construction phase duration in months.
5. Total project cost at completion gross square footage, and a summary of specific challenges that were met and how these were overcome to deliver a successful project.
6. Relevant visuals.

M.3.5 Expertise in Designing Civic or Cultural Destinations on Challenging Urban Infill Sites
(0 - 10 Points)

To be evaluated from submissions within Section 5.

M.3.6 Demonstrated Experience Performing Pre-Design Site Investigation and Due Diligence to Validate or Inform Project Funding and Overall Adherence to Project Budget Measured End of Construction
(0 - 15 Points)

Projects presented in Section 3 & Section 5 will be evaluated for demonstrating quality of pre-design site investigation, & due diligence. Points will also be awarded for design-build team collaboration on defining site constraints, and site development costs. Points will also be awarded for demonstrating how the constraints and site development costs identified at the beginning compared to actual adherence to project budget at the end of construction.

M.3.7 Demonstrated Design Experience Benchmarking and Synthesizing Needs and Aspirations into Design within Budget
(0 - 15 Points)

Projects presented in Section 5 will be evaluated for demonstrating expertise and experience relative to scope noted within section B.2.2 and B.2.3.

M.3.8 Resume of Design Principal
(0 - 5 Points)

Offerors shall submit resume for the proposed Design Principal specifically highlighting that individual’s expertise and experience to enable DC Public library to fulfill its commitment to design excellence per Section A.2 and scope of work noted in Sections B.1, B.2, and B.3. The offeror should also highlight design principal’s experience and expertise in integrating disruptive or innovative building technology with measurable outcomes over time.
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The resume shall be limited to two (2) pages.

M.3.9 Working Together (0 - 10 Points)

For the projects listed in M.3.1 and M.3.4, DCPL will evaluate and award additional points for those where the primary design and primary build firm worked together for the same owner on the same project in a single or separate owner contracts. Projects where the design and build firms worked together under a single Contract will be given more consideration than other arrangements.

M.3.10 Build Team Financial Health in Bonding Capacity (0 Points)

There is a minimum bonding requirement of $20M for the new Library project in Congress Heights. Proposals that do not demonstrate bonding capacity, will not be considered to be shortlisted to Step 2.

The Offeror’s should note:

1. the total amount of the Offeror’s bonding capacity; and
2. the amount of available, that is, unencumbered, bonding capacity. The Offeror’s surety company must certify, in writing the amounts claimed.

M.4 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 et seq. (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

M.4.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to Prime Contractors as follows:

M.4.1.1 Any Prime Contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this Request for Proposals (RFQ).
M.4.1.2 Any Prime Contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this RFQ.

M.4.1.3 Any Prime Contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to this RFQ.

M.4.1.4 Any Prime Contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this RFQ.

M.4.1.5 Any Prime Contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this RFQ.

M.4.1.6 Any Prime Contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this RFQ.

M.4.1.7 Any Prime Contractor that is a veteran-owned business (VOB) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the VOB in response to this RFQ.

M.4.1.8 Any Prime Contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LMBE in response to this RFQ.

M.4.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFQ. There will be no preference awarded for subcontracting by the Prime Contractor with certified business enterprises.

M.4.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a Prime Contractor for categories in which the joint venture is certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.4.4 Verification of Offeror’s Certification as a Certified Business Enterprise
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M.4.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The DCPL CPO will verify the Offeror’s certification with DSLBD, and the Offeror should not submit with its proposal any documentation regarding its certification as a certified business enterprise.

M.4.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 4th Street NW, Suite 850N
Washington, DC 20001

M.4.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirement.

M.5 CBE PARTICIPATION

M.5.1 Mandatory Subcontracting Requirement

M.5.1.1 For contracts in excess of $250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises.

M.5.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of Section M.5.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

M.5.1.3 A Prime Contractor which is certified as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of Sections M.5.1.1 and M.5.1.2.

M.6 CERTIFIED BUSINESS ENTERPRISES PRIME CONTRACTOR PERFORMANCE REQUIREMENTS

M.6.1 If a certified business enterprise is selected as a Prime Contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, that certified business enterprise Prime Contractor shall perform at least 35% of the contracting effort, excluding the cost of materials, goods and supplies, with its own organization and resources and, if it subcontracts, at least 35% of the subcontracted effort, excluding the cost of materials, goods and supplies, shall be with certified business enterprises.
M.6.2 If the total of the contracting effort, excluding the cost of materials, goods and supplies, proposed to be performed by the certified business enterprise is less than the amount required by the preceding paragraph, then the certified business enterprise shall not be eligible to receive preference points or a price reduction for a period of not less than two years.

M.7 **PRIME CONTRACTOR PERFORMANCE REQUIREMENTS APPLICABLE TO JOINT VENTURES**

M.7.1 If a certified joint venture is selected as a Prime Contractor and is granted a price reduction pursuant to the Act or is selected through a set-aside program under the Act, the certified business enterprise partner of the joint venture shall perform at least 50% of the contracting effort, excluding the cost of materials, goods, and supplies, with its own organization and resources and, if the joint venture subcontracts, at least 35% of the subcontracted effort, excluding the cost of materials, goods and supplies, shall be with certified business enterprises.

M.7.2 If the total of the contracting effort, excluding the cost of materials, goods, and supplies, proposed to be performed by the certified business enterprise is less than the amount required by the preceding paragraph, then the certified business enterprise shall not be eligible to receive preference points or a price reduction for a period of not less than two (2) years.